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Reprinted January 1979

Handbook of Occupational Groups and Series of Classes

United States of America
Office of Personnel Management
Occupational Standards Branch
Washington, D.C. 20415

OPM Document No. 124-70-2

PM 1.8/2:

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958/ Trans. 111

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 111

APRIL 1983

CHANGES MADE IN HANDBOOK

GS-487, Animal Science Series. This is a revised series title and series definition. The revised series covers positions formerly classified in the Husbandry Series, GS-487.

GS-1910, Quality Assurance Series. This series definition has been revised as a result of an occupational standards study.

GS-1960, Quality Inspection Series. This occupational series has been abolished.

GS-2134, Shipment Clerical and Assistance Series. This is a changed series title and revised series definition and is a result of an occupational study.

GS-2154, Air Traffic Assistance Series. This new series title and series definition are established as the result of an occupational standards study.

SPECIAL NOTE

GS-547, Benefit-Payment Roll Series was abolished by TS-109, Mar. 1982 and all references were removed from the Handbook. The following information pertains to the abolishment of this series. Positions formerly classified to the GS-547 series may be classified to a number of series, such as the Miscellaneous Clerk and Assistant Series, GS-303, the Financial Clerical and Assistance Series, GS-503, the Coding Series, GS-357, the Voucher Examining Series, GS-540, or the Claims Clerical Series, GS-998, depending on the combination of duties assigned to the positions.

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TABLE OF CHANGES

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Page	Edition date	Page	Edition date
9	Oct. 1982 (TS–110)	9	Apr. 1983 (TS–111).
10	Mar. 1982 (TS–109)	10	Mar. 1982 (TS–109).
13	Oct. 1982 (TS–110)	13	Apr. 1983 (TS–111).
14	Feb. 1982 (TS–108)	14	Apr. 1983 (TS–111).
57	Apr. 1967	57	Apr. 1967.
58	Jul. 1981 (TS–103)	58	Apr. 1983 (TS–111).
135	Jun. 1970	135	Apr. 1983 (TS–111).
136–146	Sep. 1979	136–146	Sep. 1979.
153	Apr. 1978	153	Apr. 1978.
154	Apr. 1978	154	Apr. 1983 (TS–111).
154.01	Apr. 1978	154.01	Apr. 1983 (TS–111).
		154.02	Apr. 1983 (TS–111).
155	Oct. 1982 (TS–110)	155	Apr. 1983 (TS–111).
156	Mar. 1982 (TS–109)	156	Mar. 1982 (TS–109).
157	Oct. 1982 (TS–110)	157	Oct. 1982 (TS–110).
158	Oct. 1982 (TS–110)	158	Apr. 1983 (TS–111).
161	Oct. 1982 (TS–110)	161	Apr. 1983 (TS–111).
162	Oct. 1982 (TS–110)	162	Oct. 1982 (TS–110).

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UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 110

OCTOBER 1982

CHANGES MADE IN HANDBOOK

GS–090, *Guide Series.* This occupation is no longer restricted to single agency use.

GS–186, *Social Services Aid and Assistant Series.* As a result of an occupational standards study the series definition has been revised to reflect a broader coverage for the occupation.

GS–354, *Bookkeeping Machine Operation Series.* This series is abolished. Positions formerly classified in the series should be classified to other specialized or general clerical series.

GS–355, *Calculating Machine Operation Series.* This series is abolished. Positions formerly classified in the series should be classified to other specialized or general clerical series.

GS–592, *Tax Examining Series.* As a result of an occupational standards study the series title and series definition have been revised.

GS–690, *Industrial Hygiene Series.* This standard was issued by TS–46, Oct. 1980; however, the Handbook did not reflect the changed definition which is published in this issuance.

GS–1720, *Education Research and Program Series.* This series is abolished. Positions formerly classified in the series are now covered by the Education Program Series, GS–1720, or the Education Research Series, GS–1730.

GS–1720, *Education Program Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1722, *School Administration Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1724, *Elementary Teaching Series.* This new series title and series definition are established as a result of an occupational standards study.

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GS–1726, *Secondary Teaching Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1728, *Special Education Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1730, *Education Research Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1740, *Education Services Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1750, *Instructional Systems Series.* This new series title and series definition are established as a result of an occupational standards study.

GS–1755, *Vocational-Technical Instruction Series.* This new series title and series definition are established as a result of an occupational standards study.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
7	Feb 1982 (TS–108)	7	Oct 1982 (TS–110).
8	do	8	Do.
9	Mar 1982 (TS–109)	9	Do.
10	do	10	Mar 1982 (TS–109).
13	Feb 1982 (TS–108)	13	Oct 1982 (TS–110).
14	do	14	Feb 1982 (TS–108).
23	Jul 1981 (TS–103)	23	Oct 1982 (TS–110).
24	Aug 1971	24	Aug 1971.
29	Dec 1968	29	Oct 1982 (TS–110).
30	Sep 1979	30	Sep 1979.
43	Aug 1981 (TS–104)	43	Oct 1982 (TS–110).
44	Oct 1980	44	Oct 1980.
65	Apr 1965	65	Oct 1982 (TS–110).
66	Jun 1965	66	Jun 1965.
74.01	Feb 1982 (TS–108)	74.01	Oct 1982 (TS–110).
127	Feb 1982 (TS–108)	127	Do.
128	Feb 1980	128	Do.
128.01	Feb 1970	128.01	Do.
		128.02	Do.
155	Mar 1982 (TS–109)	155	Do.
156	do	156	Mar 1982 (TS–109).
157	do	157	Oct 1982 (TS–110).
158	Nov 1981 (TS–107)	158	Do.
161	Mar. 1982 (TS–109)	161	Do.
162	Nov 1981 (TS–107)	162	Do.

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TRANSMITTAL SHEET NO. 109

MARCH 1982

CHANGES MADE IN HANDBOOK

GS–501, *Financial Administration and Program Series.* This is a revised series title and series definition. As a result of an occupational standards study the former General Accounting Clerical and Administrative Series has been abolished.

GS–503, *Financial Clerical and Assistance Series.* This new series title and series definition are a result of an occupational standards study.

GS–504, *Budget and Accounting Series.* This series has been abolished. Positions formerly classified in the series should now be classified in the new Financial Administration Program Series, GS–501; the Accounting Series, GS–510; or the Budget Analysis Series, GS–560; as appropriate.

GS–511, *Auditing Series.* This new series title and series definition are a result of an occupational standards study. The new series includes many positions formerly classified in the Accounting Series, GS–510.

GS–547, *Benefit-Payment Roll Series.* This series is abolished.

GS–684, *Public Health Dental Hygiene Series.* This series has been abolished. Positions formerly classified in the series should now be classified in the Dental Hygiene Series, GS–682.

GS–986, *Legal Clerk and Technician Series.* The series definition has been revised as a result of an occupational standards study.

GS–1370, *Cartography Series.* The series definition has been revised as a result of an occupational standards study.

GS–1371, *Cartographic Technician Series.* The series definition has been revised as a result of an occupational standards study.

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TABLE OF CHANGES

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Page	Edition date	Page	Edition date
9	Feb 82 (TS–108)	9	Mar 82 (TS–109).
10	do	10	Do.
11	do	11	Do.
12	do	12	Feb 82 (TS–108).
59	Jun 67	59	Jun 67.
60	do	60	Mar 82 (TS–109).
61	Oct 77	61	Do.
62	Apr 78	62	Apr 78.
63	Aug 71	63	Mar 82 (TS–109).
64	Sep 81 (TS–105)	64	Sep 81 (TS–105).
74. 01	Feb 82 (TS–108)	74. 01	Mar 82 (TS–109).
95	Oct 76	95	Do.
96	Feb 70	96	Feb 70.
113	Jun 72	113	Jun 72.
114	Jun 70	114	Mar 82 (TS–109).
155	Nov 81 (TS–107)	155	Do.
156	do	156	Do.
157	do	157	Do.
158	do	158	Nov 81 (TS–107).
159	do	159	Mar 82 (TS–109).
160	do	160	Nov 81 (TS–107).
161	do	161	Mar 82 (TS–109).
162	do	162	Nov 81 (TS–107).

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 108
CHANGES MADE IN HANDBOOK

February 1982

NOTICE TO USERS

Delete entire Outline of Position Classification Plan issued with Transmittal Sheet 106 (September 1981) and Transmittal Sheet 107 (November 1981). Insert new Outline of Position Classification Plan, pages 7 through 14, issued with this Transmittal Sheet.

Page numbers were inadvertently omitted from the new Introduction, Transmittal Sheet 106, September 1981. Users are asked to pen-and-ink page numbers 1 through 6 in the upper outside corners of pages.

CORRECTION NOTICE

The following pages are reissued to correct various errors and omissions, or to make editorial changes:

Contents page—changes page number 5 to 7
Pages 7 through 14—New Outline of Position Classification Plan
Page 52 —Deletes one asterisk after Plant Physiology Series
—Inserts one asterisk footnote indicating standards published
Page 62.01—Replaces asterisk after Voucher Examining Series
Page 67 —Replaces asterisk after Dietitian and Nutritionist Series
Page 74.01—Deletes one asterisk after Sanitarian Series
—Corrects two asterisk footnote indicating Flysheets published
Page 79 —Deletes one asterisk after Materials Engineering Series
—Deletes two asterisk footnote indicating Flysheets published
Page 82 —Replaces word Series after Environmental Engineering
—Inserts one asterisk footnote indicating Standards published
Page 99 —Corrects transposed GS–1035 and GS–1040 listings

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Page 121 —Deletes one asterisk after Computer Science Series
—Inserts one asterisk footnote indicating Standards published

Page 122 —Replaces asterisk after General Facilities and Equipment Series
—Inserts one asterisk footnote indicating Standards published

Page 127 —Replaces asterisk after General Education and Training Series
—Inserts one asterisk footnote indicating Standards published

Table of Changes

Remove		Insert	
Page	Edition date	Page	Edition date
Contents	Undated	Contents	Feb. 1982 (TS–108).
Pages 7 through 14.	Sep 1981 (TS–106) Nov 1981 (TS–107).	Pages 7 through 14.	Do.
51	Jun 1976	51	Do.
52	Dec 1980	52	Do.
62.01	Jan 1981 (TS–102)	62.01	Do.
67	Aug 1981 (TS–104)	67	Do.
68	Jun 1970	68	Jun 1970.
74.01	Oct 1980	74.01	Feb 1982 (TS–108).
79	Aug 1981 (TS–104)	79	Do.
80	Feb 1969	80	Feb 1969.
81	Aug 1971	81	Aug 1971.
82	May 1978	82	Feb 1982 (TS–108).
83	Aug 1968	83	Aug 1968.
84	Aug 1971	84	Feb 1982 (TS–108).
99	Jul 1981 (TS–103)	99	Do.
100	Jul 1981 (TS–103)	100	Jul 1981 (TS–103).
121	Jun 1977	121	Feb 1982 (TS–108).
122	Nov 1978	122	Do.
127	Aug 1968	127	Do.
128	Feb 1980	128	Feb 1980.

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 107

November 1981

CHANGES MADE IN HANDBOOK

GS–006, Correctional Institution Administration Series. The series definition has been revised in conjunction with development of a new series coverage standard for the occupation.

GS–009, Institutional Management Series. This series has been abolished. There have been fewer than ten positions for the last few years and the number has now dropped to zero.

GS–027, Crop Insurance Administration Series. This series has been abolished. Positions formerly classified in the series are now classified in either the Crop Insurance Administration Series, GS–1161, or the Crop Insurance Underwriting Series, GS–1162.

GS–309, Correspondence Clerk Series. The series definition has been changed as a result of the development and issuance of a revised position classification standard.

GS–1161, Crop Insurance Administration Series. This series definition covers the majority of positions formerly classified in the Crop Insurance Administration Series, GS–027. The new series and series definition are a result of the development and issuance of a revised single agency position classification standard.

GS–1162, Crop Insurance Underwriting Series. This is a new series and series definition, established as a result of the development and issuance of a new single agency position classification standard. Some of the positions covered by this new series were formerly classified in the Crop Insurance Administration Series, GS–027.

GS–1241, Trademark Examining Series. This series has been abolished. Positions formerly classified in the series may be classified in the Paralegal Specialist Series, GS–950.

GS–1659, Fishery Methods and Equipment Series. This series has been abolished. Positions formerly classified in the series may be classified in the General Facilities and Equipment Series, GS–1601; in the Biological Technician Series, GS–404; or in other appropriate series.

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GS–1666, General Housekeeping Series. This series has been abolished. Depending upon assigned duties, positions formerly classified in the series may be classified in the Housing Management Series, GS–1173; the General Facilities and Equipment Series, GS–1601; the Miscellaneous Clerk and Assistant Series, GS–303; or other appropriate series. Where no General Schedule knowledges are required, use of a Wage Grade occupation should be considered.

GS–1860, Public Health Inspection Series. This series has been abolished. Depending upon assigned duties, positions formerly classified in the series may be reclassified in the General Inspection, Investigation, and Compliance Series, GS–1801; in the Animal Health Technician Series, GS–704; or in other appropriate series.

Table of Changes

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Page	Edition date	Page	Edition dvte
5	Aug 1981 (TS–104)	7	Nov 1981 (TS–107)
6	Jul 1981 (TS–103)	8	Do
7	Do	9	Do
8	Sep 1981 (TS–105)	10	Do
9	Nov 1978	11	Do
10	Jul 1981 (TS–103)	12	Do
15	Jun 1970	15	Jun 1970
16	Apr 1981 (TS–101)	16	Nov 1981 (TS–107)
17	Aug 1981 (TS–104)	17	Aug 1981 (TS–104)
18	Jun 1973	18	Nov 1981 (TS–107)
37	Oct 1980	37	Do
38	Jan 1979	38	Do
105	Jun 1966	105	Do
106	Jun 1972	106	Do
109	Apr 1967	109	Apr 1967
110	Apr 1967	109	Nov 1981 (TS–107)
125	Jul 1967	125	Do
126	Do	126	Do
131	Jun 1976	131	Do
132	Do	132	Do
155	Sep 1981 (TS–105)	155	Do
156	Do	156	Do
157	Jul 1981 (TS–103)	157	Do
158	Do	158	D9
159	Do	159	Do
160	Do	160	Do
161	Do	161	Do
162	Do	162	Do

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 106

SEPTEMBER 1981

CHANGES MADE IN HANDBOOK

INTRODUCTION. The Introduction to the Handbook has been rewritten to delete obsolete references, and to incorporate (1) definitions of the types of publications issued by the Office of Personnel Management, (2) information regarding the asterisk (*) system used to identify occupations that are covered by printed position classification standards, and (3) editorial corrections.

SPECIAL INSTRUCTIONS. The definitions of types of publications (contained in paragraph 4 of the Introduction) have caused several changes in the number of occupational series covered by OPM issuances, and hence, in the number of asterisks (*) that appear in both the Outline and the Alphabetical Index. Cost prohibits the printing of new Series Definitions pages at this time, however. Holders of the Handbook should therefore post pen-and-ink changes on current Series Definitions pages, as follows:

—Using the Outline as a guide, change the number of asterisks (*) next to each Series Definition. For example, the Clerk-Typist Series, GS-322 currently shows two asterisks to indicate the issuance of a Flysheet that contains grade level guidance. This type of Flysheet is now defined as a Series Coverage Standard. Therefore, the two asterisks should be lined out and one asterisk inserted to indicate the issuance of a Series Coverage Standard.

—On many pages in the Series Definitions section the footnote for two asterisks (**) now includes the words "which include series coverage information" or "which includes series coverage

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information and applicable standards information." These words should be lined out wherever they appear. This type of Flysheet is now defined as a Series Coverage Standard. The issuance of a Series Coverage Standard is shown by one asterisk (*).

TABLE OF CHANGES

Because of the widespread nature of the changes, no itemized list of pages and dates is furnished. Instead, holders of the Handbook are requested to:

—remove the current Introduction (pages 1 through 4, regardless of the date of issue) and insert the attached Introduction.

—The addition of two new pages to the Introduction has caused an overlap in page numbers between the new Introduction and the remaining pages in the Handbook. Holders of the Handbook should therefore post pen-and-ink changes of page numbers until existing pages are gradually replaced. Page 5, Outline of Position Classification Plan Showing Division of Schedule Into Occupational Groups and Series of Classes should be renumbered page 7. Succeeding pages, including the Alphabetical Index, should also be renumbered in sequence.

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 105

September 1981

CHANGES MADE IN HANDBOOK

GS-1173, Housing Management Series.—A revised position classification standard in FES format has been issued. There is no change in the series title or series definition.

Correction Notice—The following pages are being reissued to correct omissions:

Page 8—replaces Budget Clerical and Assistance Series, GS-561, inadvertently omitted from TS-103 (Jul. 1981).
Page 64—inserts asterisk after the title Budget Clerical and Assistance Series.
Page 93—inserts three asterisks after the title Land Law Examining Series.
Page 155—replaces Budget Clerical and Assistance Series, GS-561, inadvertently omitted from TS-103 (Jul. 1981).

TABLE OF CHANGES

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7	July 1981	7	July 1981
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63	August 1971	63	August 1971
64	July 1981	64	September 1981
93	June 1972	93	Do.
94	June 1972	94	June 1972
155	July 1981	155	September 1981
156	July 1981	156	July 1981

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Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 104

August 1981

CHANGES MADE IN HANDBOOK

GS–018, Safety and Occupational Health Management Series. This is a revised series title. The series definition has also been revised to reflect changes in the occupation.

GS–351, Printing Clerical Series. One asterisk (*) has been added to all listings in this Handbook to reflect the publication of a series coverage standard for this occupation. The series title and series definition are unchanged.

GS–620, Practical Nurse Series. This is a new series title and series definition. The new series includes certain positions formerly classified in the Nursing Assistant Series, GS–621.

GS–621, Nursing Assistant Series. The revised series definition is issued as the result of an occupational study that led to a revised FES format position classification standard.

GS–803, Safety Engineering Series. The series definition has been revised as the result of an occupational study. See also GS–018, Safety and Occupational Health Management Series.

CHECKLIST

The following checklist is provided to enable holders of this Handbook to verify recent revisions, establishments, and abolishments of occupational series. The checklist includes changes reported on Transmittal Sheet No. 91, February 1980 through Transmittal Sheet No. 102, May 1981.

GS–008, Institutional Administration Series. Series abolished on TS–101, April 1981.

GS–160, Civil Rights Analysis Series. New title and revised series definition on TS–97, October 1980.

GS–260, Equal Employment Opportunity Series. New series established on TS–97, October 1980.

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GS–313, Work Unit Supervising Series. New title and series definition on TS–97, October 1980.

GS–330, Digital Computer Systems Administration Series. Series abolished on TS–96, January 1981.

GS–334, Computer Specialist Series. Series definition revised on TS–96, January 1981.

GS–335, Computer Clerk and Assistant Series. New series title and series definition on TS–92, February 1980.

GS–360, Equal Opportunity Compliance Series. New series established on TS–97, October 1980.

GS–361, Equal Opportunity Assistance Series. New series established on TS–97, October 1980.

GS–436, Plant Protection and Quarantine Series. Series definition revised on TS–99, December 1980.

GS–460, Forestry Series. Revised series definition on TS–91, February 1980.

GS–540, Voucher Examining Series. Series definition revised on TS–96, January 1981.

GS–541, Fiscal Auditing (GAO) Series. Series abolished on TS–101, April 1981.

GS–561, Budget Clerical and Assistance Series. New series, title, and series definition on TS–99, December 1980.

GS–630, Dietitian and Nutritionist Series. New title and revised series definition on TS–99, December 1980.

GS–647, Diagnostic Radiologic Technologist Series. New title and series definition announced on TS–88, May 1979; published on TS–100, April 1981.

GS–685, Public Health Program Specialist Series. Series definition revised on TS–98, October 1980.

GS–701, Veterinary Medical Science Series. Series definition revised on TS–94, April 1980.

GS–1040, Language Specialist Series. Series definition revised on TS–93, March 1980.

GS–1045, Translator Series. Series abolished on TS–93, March 1980.

GS–1046, Language Clerical Series. Title changed and series definition revised on TS–93, March 1980.

GS–1047, Interpreter Series. Series abolished on TS–93, March 1980.

GS–1712, Training Instruction Series. Series definition revised on TS–92, February 1980.

GS–1884, Customs Patrol Officer Series. New series, title, and series definition on TS–98, October 1980.

GS–1891, Customs Enforcement Officer Series. Series abolished on TS–98, October 1980.

GS–1893, Customs Marine Officer Series. Series abolished on TS–102, May 1981.

GS–2123, Motor Carrier Safety Series. New title and series definition on TS–97, October 1980.

GS–2125, Highway Safety Series. New title and series definition on TS–97, October 1980.

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5	April 1981 (TS–101)	5	August 1981 (TS–104)
6	January 1981	6	January 1981
7	October 1980	7	August 1981 (TS–104)
8	April 1981 (TS–101)	8	Do.
17	June 1973	17	Do.
18	----do	18	June 1973
43	January 1976	43	August 1981 (TS–104)
44	October 1980	44	October 1980
67	December 1980	67	August 1981 (TS–104)
68	June 1970	68	June 1970
79	August 1971	79	August 1981 (TS–104)
80	February 1969	80	February 1969

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July 1981

CHANGES MADE IN HANDBOOK

GS–095, Foreign Law Specialist Series. This is a new series. The new occupation was developed for positions in the Library of Congress. Positions in other agencies may not be placed in this series without the approval of the Office of Personnel Management.

GS–488, Fish Hatchery Management Series. This series is abolished.

GS–560, Budget Analysis Series. The series title and series definition have been changed as a result of the development and issuance of a new position classification standard.

GS–622, Medical Supply Aide and Technician Series. The series title and series definition have been changed as the result of the development and issuance of a revised position classification standard.

GS–1035, Public Affairs Series. This is a new series and series definition.

GS–1081, Public Information Series. This series is abolished. Positions formerly in this series are now classified in the Public Affairs Series, GS–1035.

GS–1085, Foreign Information Series. This series is abolished. Positions formerly in this series are now classified in the Public Affairs Series, GS–1035.

GS–1801, General Inspection, Investigation, and Compliance Series. This series definition is new and is the result of development and issuance of a series coverage standard.

GS–1802, Compliance Inspection and Support Series. This series definition is new and is the result of development and issuance of a series coverage standard.

GS–1899, Miscellaneous Inspection Series. This series is abolished. Positions formerly in this series will now be classified in the General Inspection, Investigation, and Compliance Series, GS–1801, or in the Compliance Inspection and Support Series, GS–1802, as appropriate.

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Page	Edition date	Page	Edition date
5	April 1981	5	July 1981
6	January 1981	6	Do
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8	do	8	Do
9	November 1978	9	November 1978
10	March 1980	10	July 1981
11	June 1977	11	June 1977
12	October 1980	12	July 1981
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57	April 1967	57	April 1967
58	do	58	July 1981
63	August 1971	63	August 1971
64	December 1980	64	July 1981
67	do	67	Do
68	June 1970	68	June 1970
99	March 1980	99	July 1981
100	September 1979	100	Do
100. 01	April 1973	100. 01	Do
100. 02	do	100. 02	Do
129	June 1972	129	Do
130	do	130	Do
134. 01	May 1979	134. 01	Do
155	September 1979	155	Do
156	May 1981	156	Do
157	October 1980	157	Do
158	do	158	Do
159	do	159	Do
160	do	160	Do
161	September 1979	161	Do
162	October 1980	162	Do
		163	Do

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Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 102

MAY 1981

CHANGES MADE IN HANDBOOK

GS–1893, Customs Marine Officer Series.—This series has been abolished. Positions formerly classified in this series are classified in the Paralegal Specialist Series, GS–950 or the General Inspection, Investigation, and Compliance Series, GS–1801.

CORRECTION NOTICE

Page 62.01 is being reissued with this Transmittal to correct printing errors.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
11	June 1977	11	June 1977
12	October 1980	12	May 1981
62. 01	January 1981	62. 01	May 1981—Correction
133	October 1980	133	May 1981
134	May 1979	134	May 1979
155	September 1979	155	September 1979
156	February 1980	156	May 1981

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UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 101

April 1981

CHANGES MADE IN HANDBOOK

GS–008, Institutional Administration Series. This series has been abolished.

GS–541, Fiscal Auditing (GAO) Series. This series has been abolished.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	April 1981
6	January 1981	6	January 1981
7	October 1980	7	October 1980
8	December 1980	8	April 1981
15	June 1970	15	June 1970
16	November 1978	16	April 1981
62.01	June 1973	62.01	Do

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position Classification Plan

TRANSMITTAL SHEET NO. 100

April 1981

CHANGES MADE IN HANDBOOK

GS–647, Diagnostic Radiologic Technologist Series. New series definition and title were inadvertently omitted from TS–88, May 1979.

TABLE OF CHANGES

Remove	Issue date	Insert
Page 70.01	December 1979	Page 70.01

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UNITED STATES CIVIL SERVICE COMMISSION

HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 99

December 1980

CHANGES MADE IN HANDBOOK

GS–436, Plant Protection and Quarantine Series. The series definition has been revised.

GS–561, Budget Clerical and Assistance Series. This is a new series and new series coverage standard that has been established to provide coverage for positions which function in support of budgeting, but do not require analytical skills comparable to those required in the Budget Analysis Series, GS–560.

The classification standard for the Dietitian Series has been revised as the Dietitian and Nutritionist Series, GS–630. This has included changes to the series definition.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
7	May 1979	7	May 1979
8	December 1979	8	December 1980
51	June 1976	51	June 1976
52	Do	52	December 1980
63	October 1965	63	October 1965
64	April 1965	64	December 1980
67	June 1970	67	Do
68	Do	68	June 1970

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 98

October 1980

CHANGES MADE IN HANDBOOK

A revised classification standard has been developed for the Public Health Program Specialist Series, GS–685. As a result, minor changes have been made to the series definition.

GS–1884, Customs Patrol Officer Series. This is a new series.

GS–1891, Customs Enforcement Officer Series. This series has been abolished.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
11	June 1977	11	June 1977
12	June 1976	12	October 1980
74. 01	August 1971	74. 01	October 1980
132. 01	June 1972	132. 01	October 1980
133	April 1973	133	October 1980
134	May 1979	134	May 1979

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 97

October 1980

CHANGES MADE IN HANDBOOK

This transmittal sheet should have accompanied the Handbook of Occupational Groups and Series of Classes material which was distributed earlier, dated October 1980.

Transmittal 96 for the Handbook was issued out of sequence, will be dated January 1981, following TS #99.

GS–160, Civil Rights Analysis Series. As a result of an occupational study, the series definition and title have been changed and a new standard has been published. This series covers certain positions formerly covered by the Equal Opportunity Series, GS–160, which is being superseded.

GS–260, Equal Employment Opportunity Series. As a result of an occupational study, this new series has been established and a new standard has been published. This series covers certain positions formerly covered by the Equal Opportunity Series, GS–160, which is being superseded.

GS–313, Work Unit Supervising Series. This new series coverage standard revises, expands, and supersedes the coverage of the Stenographic or Typing Unit Supervising Series, GS–313. The standard includes series coverage and occupational information. Positions covered by this series are evaluated by the Supervisory Grade-Evaluation Guide.

GS–360, Equal Opportunity Compliance Series. As a result of an occupational study, this new series has been established and a new standard has been published. This series covers certain positions formerly covered by the Equal Opportunity Series, GS–160, which is being superseded.

PM 1.8/2:

GS–361, Equal Opportunity Assistance Series. As a result of an occupational study, this new series has been established and a new standard has been published. Positions covered by this new series have been classified in a variety of series including the Social Science Aid and Technician Series, GS–102, and the Miscellaneous Clerk and Assistant Series, GS–303.

GS–647, Diagnostic Radiologic Technologist Series. New series definition was inadvertently omitted from TS–88, May 1979. A new page 70.01 will be issued under TS–100.

FES Classification Standard for the GS–690, Industrial Hygiene Series. This is a new classification standard for the Industrial Hygiene Series, GS–690.

FES Classification Standard for the GS–2123, Motor Carrier Safety Series. This is a new single-agency standard covering some positions formerly classified in the Highway Safety Management Series, GS–2125.

GS–2125, Highway Safety Series. This new single-agency series coverage standard replaces the fly sheet for the Highway Safety Management Series, GS–2125 issued in August 1967.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	June 1980	6	October 1980
7	May 1979	7	October 1980
8	December 1979	8	December 1979
13	December 1979	13	October 1980
27	April 1975	27	October 1980
28	June 1972	28	October 1980
34. 01	February 1965	34. 01	February 1965
34. 02	June 1973	34. 02	October 1980
37	September 1979	37	October 1980
38	January 1979	38	January 1979
43	January 1976	43	January 1976
44	June 1963	44	October 1980
155	September 1979	155	September 1979
156	March 1980	156	October 1980
157	May 1979	157	October 1980
158	December 1979	158	December 1979
160	January 1979	160	October 1980
161	September 1979	161	September 1979
162	March 1980	162	October 1980

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Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 96

January 1981

CHANGES MADE IN HANDBOOK

GS–330, Digital Computer Systems Administration Series. This series is abolished. Positions formerly classified in this series are now classified in the Computer Specialist Series, GS–334.

GS–334, Computer Specialist Series. The series definition is revised as the result of the development and issuance of a revised standard.

GS–540, Voucher Examining Series. The series definition has been changed as a result of the development and issuance of a revised standard.

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TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	February 1980	6	January 1981
39	January 1979	39	Do.
40	February 1980	40	Do.
62. 01	June 1973	62. 01	Do.

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UNITED STATES OF AMERICA
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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 95

June 1980

CHANGES MADE IN HANDBOOK

GS–131, International Relations Series. Editorial change to Outline of Position Classification Plan.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	February 1980	6	June 1980

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TRANSMITTAL SHEET NO. 94

April 1980

CHANGES MADE IN HANDBOOK

GS–701, Veterinary Medical Science Series. The series definition has been changed as a result of the development and issuance of revised standard.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
75	June 1972	75	June 1972
76	May 1974	76	April 1980

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 93

MARCH ~~1979~~ 1980

CHANGES MADE IN HANDBOOK

GS–1040, Language Specialist Series. This series definition is new and incorporates positions formerly classified in the Translator Series, GS–1045 and the Interpreter Series, GS–1047.

GS–1045, Translator Series. This series has been abolished.

GS–1046, Language Clerical Series. The series definition is revised and the title has been changed to reflect the inclusion of Clerk-Interpreter positions in this series.

GS–1047, Interpreter Series. This series has been abolished.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
9	November 1978	9	November 1978
10	June 1976	10	March 1980
99	September 1979	99	March 1980
100	September 1979	100	September 1979
155	September 1979	155	September 1979
156	September 1979	156	March 1980
159	May 1979	159	March 1980
160	January 1979	160	January 1979
161	September 1979	161	September 1979
162	May 1979	162	March 1980

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 92

February 1980

CHANGES MADE IN HANDBOOK

GS–335, Computer Clerk and Assistant Series. New series title and series definition. Replaces fly sheet for the Computer Aid and Technician Series, GS–335 issued in October 1965 and shows that a new standard has been issued.

GS–1712, Training Instruction Series. Revised series definition to reflect differences between this series and the new Federal Wage System job of Training Leader, WL.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	September 1979	6	February 1980
39	January 1979	39	January 1979
40	October 1965	40	February 1980
127	August 1968	127	August 1968
128	August 1971	128	February 1980
155	September 1979	155	September 1979
156	September 1979	156	February 1980

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 91

FEBRUARY 1980

CHANGES MADE IN HANDBOOK

GS–460, Forestry Series. As a result of an occupational study, the series definition is revised.

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
55	April 1973	55	February 1980
56	April 1973	56	April 1973

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 90

DECEMBER 1979

CHANGES MADE IN HANDBOOK

GS-648, Therapeutic Radiologic Technologist Series. Series definition was inadvertently omitted from Transmittal 89.

GS-670, Health System Administration Series. As a result of an occupational study, the series title is changed from Hospital Administration Series and the series definition is issued to reflect administrative management responsibility for a health care delivery system.

GS-671, Health System Specialist Series. This is a new series which includes two-grade interval positions that are responsible for analyzing, evaluating, advising on and/or coordinating health care delivery systems.

GS-1135, Transportation Industry Analysis Series. This series has been moved from this code, which is no longer in use.

GS-2110, Transportation Industry Analysis Series. This series has been recoded from GS-1135. A minor revision has been made to the series definition.

GS-2121, Railroad Safety Series. The series title and definition have been revised as the result of the development and issuance of a new classification standard.

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TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
7	May 1979	7	May 1979
8	do	8	December 1979
9	November 1978	9	November 1978
10	June 1976	10	December 1979
13	April 1978	13	Do.
70. 01	September 1979	70. 01	December 1979
73	August 1966	73	Do.
74	April 1978	74	April 1978
102. 01	June 1972	102. 01	December 1979
151	April 1978	151	Do.
152	do	152	Do.
157	May 1979	157	May 1979
158	January 1979	158	December 1979
161	May 1979	161	Do.
162	do	162	Do.

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December 1979

908/Trans. 89

UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT

HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 89

SEPTEMBER 1979

CHANGES MADE IN HANDBOOK

GS–060, Chaplain Series. Editorial correction to add an asterisk to indicate published standard.

GS–062, Clothing Design Series. Editorial correction to add an asterisk to indicate published standard.

GS–188, Recreation Specialist Series. As a result of the development and issuance of a revised standard, the series definition has been revised.

GS–189, Recreation Aid and Assistant Series. As a result of an occupational study, the series definition has been revised.

GS–313, Stenographic or Typing Unit Supervising Series. Revises the series definition to exclude reference to clerk-dictating machine transcribers and ability to perform transcribing duties. Deletes erroneous indication that a flysheet is published for this series.

GS–638, Recreation/Creative Arts Therapist Series. This is a new series.

GS–1020, Illustrating Series. The series definition is revised as the result of the development and issuance of a revised standard.

GS–1071, Audio-Visual Production Series. Editorial change to Alphabetical Index. Series code listed incorrectly.

GS–1980, Agricultural Commodity Grading Series. The series definition is revised as the result of the development and issuance of a revised standard.

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GS 1.44:

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Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	May 1979	6	September 1979
7	May 1979	7	May 1979
8	May 1979	8	September 1979
19	January 1976	19	January 1976
20	January 1976	20	September 1979
29	December 1968	29	December 1968
30	October 1969	30	September 1979
37	January 1979	37	September 1979
38	January 1979	38	January 1979
69	March 1973	69	September 1979
70	May 1979	70	May 1979
70. 01	May 1979	70. 01	September 1979
99	March 1970	99	September 1979
100	March 1970	100	March 1970
135	June 1970	135	June 1970
136–146	June 1970	136–146	September 1979
155	May 1979	155	September 1979
156	January 1979	156	September 1979
161	May 1979	161	September 1979
162	May 1979	162	May 1979

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HANDBOOK OF OCCUPATIONAL GROUPS AND SERIES OF CLASSES

Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 88

MAY 1979

CHANGES MADE IN HANDBOOK

GS–131, International Relations Series. Editorial change to Outline of Position Classification Plan.

GS–493, Home Economics Series. Editorial correction to series code.

GS–647, Diagnostic Radiologic Technologist Series. The series definition and title have been changed as the result of the development and issuance of revised standards.

GS–648, Therapeutic Radiologic Technologist Series. This is a new series.

GS–668, Podiatrist Series. The standard for this series was rescinded. The reference to a published standard is being removed.

GS–1896, Border Patrol Agent Series. Revises series definition as the result of the development and issuance of a revised standard. (Omitted from TS–86).

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TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	January 1979	6	May 1979
7	November 1978	7	May 1979
8	April 1978	8	Do.
69	March 1973	69	March 1973
70	----do	70	May 1979
70.01	----do	70. 01	Do.
71	June 1972	71	June 1972
72	----do	72	May 1979
133	April 1973	133	April 1973
134	----do	134	May 1979
134.01	February 1968	134. 01	Do.
155	October 1977	155	Do.
156	January 1979	156	January 1979
157	November 1978	157	May 1979
158	January 1979	158	January 1979
159	April 1978	159	May 1979
160	January 1979	160	January 1979
161	November 1978	161	May 1979
162	January 1979	162	Do.

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Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 87

JANUARY 1979

CHANGES MADE IN HANDBOOK

GS–301, Miscellaneous Administration and Program Series. Revises series definition to cover only two-grade interval positions formerly classified in the General Clerical and Administrative Series, GS–301.

GS–303, Miscellaneous Clerk and Assistant Series. This new series definition covers only one-grade interval positions formerly classified in the General Clerical and Administration Series, GS–301.

GS–305, Mail and File Series. The series definition is revised as the result of the development and issuance of a revised standard.

GS–312, Clerk-Stenographer and Reporter Series. Editorial changes have been made in the series definition.

GS–316, Clerk-Dictating Machine Transcribing Series. This series is abolished. Most of the positions formerly classified in this series are now classified in the Clerk-Typist Series, GS–322.

GS–318, Secretary Series. The series definition has been revised to include principal office clerks.

GS–322, Clerk-Typist Series. The series definition has been revised to include typing done from voice recordings.

GS–324, Cold-Type Composing Machine Series. This series is abolished. Positions formerly classified in this series are now classified in the Clerk-Typist Series, GS–322.

~~CS1.44:~~ PM 1.8/2: 958

TABLE OF CHANGES

Remove		Insert	
Page	Edition date	Page	Edition date
5	November 1978	5	November 1978
6	June 1976	6	January 1979
35	November 1978	35	January 1979
36	June 1964	36	Do.
37	October 1969	37	Do.
38	do	38	Do.
39	February 1969	39	Do.
40	October 1965	40	October 1965
155	October 1977	155	October 1977
156	November 1978	156	January 1979
157	do	157	November 1978
158	May 1974	158	January 1979
159	April 1978	159	April 1978
160	November 1978	160	January 1979
161	do	161	November 1978
162	do	161	Do.

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Established Under the Federal Position-Classification Plan

TRANSMITTAL SHEET NO. 86

NOVEMBER 1978

CHANGES MADE IN HANDBOOK

GS–001, Trades, Crafts, and Labor Series. This series is abolished, as current law requires all such positions to be included in the Federal Wage System.

GS–246, Contractor Industrial Relations Series. The series title and GS code are being inserted into the alphabetical index. No changes have been made to the series definition.

GS–249, Wage and Hour Compliance Series. The GS code shown in the alphabetical index is being corrected. No changes have been made to the series definition.

GS–300, General Administrative, Clerical, and Office Services Group. The group definition has been revised to reflect the types of equipment operation in the revised GS–350, Equipment Operator Series.

GS–342, Support Services Administration Series. The series definition and title of the Office Services Management and Supervision Series has been changed as a result of the development and issuance of a revised standard.

GS–350, Equipment Operator Series. The title and series definition for Office Machine Operator have been changed as the result of the development and issuance of revised standard.

GS–895, Industrial Engineering Technician Series. Editorial correction of series code.

GS–896, Industrial Engineering Series. Editorial correction of series code and title.

GS–1630, Cemetery Administration Series. The title to the series definition is being corrected. There is no change to the series definition.

GS–1896, Border Patrol Agent Series. Revises series definition as the result of the development and issuance of a revised standard.

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Remove		Insert	
Page	Edition date	Page	Edition date
5	January 1976	5	November 1978
6	June 1976	6	June 1976
7	June 1977	7	November 1978
8	April 1978	8	April 1978
9	May 1978	9	November 1978
10	June 1976	10	June 1976
15	June 1970	15	June 1970
16	August 1971	16	November 1978
35	June 1961	35	November 1978
36	June 1964	36	June 1964
41	June 1972	41	November 1978
42	---do	42	Do.
121	June 1977	121	June 1977
122	June 1973	122	November 1978
155	October 1977	155	October 1977
156	June 1977	156	November 1978
157	May 1978	157	Do.
158	May 1974	158	May 1974
159	April 1978	159	April 1978
160	October 1977	160	November 1978
161	May 1978	161	Do.
162	October 1976	162	Do.

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Handbook of
Occupational Groups and Series of Classes

Established Under the
Federal Position - Classification Plan

July 1958
Reprinted January 1979
with pages current through TR-85

Note

Civil Service Commission organizational references should be changed to Office of Personnel Management except where inappropriate because of history or law.

United States of America
Office of Personnel Management
Occupational Standards Branch
Washington. D.C. 20415

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Outline of Position Classification Plan Showing Division of Schedules Into Occupational Groups and Series of Classes	7
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TS–108
February 1982

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Letter of Transmittal

The Handbook of Occupational Groups and Series of Classes Established Under the Federal Position-Classification Plan presents the current picture of the occupational structure established by the Civil Service Commission under the Classification Act of 1949. The Handbook furnishes the key to the arrangement, according to code symbols, of the class specifications and statements of allocation standards published for positions subject to the provisions of the Classification Act of 1949.

The Handbook consists of four parts: (1) An introductory statement explaining certain basic terms, the occupational code, the occupational coverage of the Handbook, and the procedure for keeping the Handbook up to date; (2) an outline of the position-classification plan showing the division of schedules into occupational groups and series of classes; (3) definitions of the occupational groups and series of classes; and (4) an alphabetical index to the definitions of the occupational groups and series of classes.

A number of changes in the occupational structure of the position-classification plan have occurred since July 1950, the date of the latest issue of the Handbook. Many series of classes have been abolished; many others have been set up. In addition, many series definitions have been revised, in most cases to make their intended coverage clearer. For these reasons, classifiers and others who have been using the July 1950 issue of the Handbook are to be guided henceforth entirely by the occupational structure and definitions shown herein.

In addition to the entire reprint of the July 1950 Handbook and the incorporation of information in Transmittal Sheets No. 1 through 31, other changes have been made in this new edition of the Handbook to reflect the addition of new series, the abolition of some series, and the revision of some series definitions since April 1958. The changes pertain to the following series:

GS–025–0	Social Insurance Administration Series	Revised
GS–102–0	Social Administration Series	Revised
GS–136–0	International Cooperation Series	New
GS–342–0	Office Services Management and Supervision Series.	Revised
GS–385–0	Teletypist Series	Revised
GS–525–0	Accounting Technician Series	Revised
GS–630–0	Dietitian Series	Revised
GS–632–0	Occupational Therapy Aid Series (Now included in new series, GS–636–0)	Abolished
GS–634–0	Physical Therapy Aid Series (Now included in new series, GS–636–0)	Abolished

GS–636–0	Physical Medicine and Rehabilitation Therapy Assistant Series.	New
GS–644–0	Medical Technologist Series	New
GS–645–0	Medical Technician Series	Revised
GS–646–0	Histopathology Technician Series (Now covered by revised series GS–645–0)	Abolished
GS–850–0	Electrical Engineering Series	Revised
GS–991–0	Disability and Death Claims Examining Series.	Revised
GS–994–0	Unemployment Compensation Claims Examining Series.	Revised
GS–1102–0	Contract and Procurement Series	Revised
GS–1104–0	Property Disposal Series (Replaces series for GS–2080–0)	New
GS–1225–0	Patent Interference Examining Series	Revised
GS–1241–0	Trade-Mark Examining Series	Revised
GS–1810–0	General Investigating Series	Revised
GS–1811–0	Criminal Investigating Series	Revised
GS–1852–0	Alcohol-Tax Inspection Series (Now covered by new series GS–1854–0)	Abolished
GS–1853–0	Storekeeper-Gauger Series (Now covered by new series GS–1854–0)	Abolished
GS–1854–0	Alcohol and Tobacco Tax Inspection Series.	New
GS–2020–0	Purchasing Series	Revised
GS–2080–0	Surplus Property Disposal Series (Now covered by new series GS–1104–0)	Abolished

U.S. OFFICE OF PERSONNEL MANAGEMENT

Handbook of Occupational Groups and Series of Classes

Introduction

The Federal position classification plan is intended to permit every position subject to the Classification Act of 1949 to be classified in its appropriate class. The establishment of "classes of positions" is a duty placed upon the Civil Service Commission (now the Office of Personnel Management (OPM)) by the terms of the act. To aid in carrying out this duty, the occupational structure shown herein, consisting of "occupational groups" and "series of classes," has been developed administratively within the "schedule" and "grades" established legislatively by the act.

This Handbook of Occupational Groups and Series of Classes Established Under the Federal Position Classification Plan is the official guide for the determination of the occupational category within which a given position falls, one of the essential steps in the classification process.

In order to provide a better understanding of the contents of the Handbook and aid in its effective use, there are set forth below: (1) An explanation of certain significant classification terms; (2) an explanation of the position classification occupational code; (3) a statement of the occupational coverage of the Handbook; (4) descriptions of the types of issuances appearing in the position classification standards; (5) information on how to identify occupations that are covered by standards; and (6) information regarding the manner in which the Handbook is to be kept up to date.

1. Explanation of terms

(a) *General Schedule*

The General Schedule is the basic pay schedule established by the Classification Act of 1949, as amended. The General Schedule is divided into 18 grades.

(*b*) *Grade*

A "grade" includes all classes of positions which (although different

with respect to kind or subject matter of work) are sufficiently equivalent as to (1) level of difficulty and responsibility, and (2) level of qualification requirements of the work, to warrant the inclusion of such classes of positions within one range of rates of basic pay.

(c) *Occupational group*

An "occupational group" is a major subdivision of the schedule. Each occupational group embraces generally several series of classes of positions in associated or related occupations, professions, or activities, within the schedule.

(d) *Series of classes*

A "series" or "series of classes" is a subdivision of an occupational group, consisting of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility of work, and therefore in grade and salary range. A series may be thought of as composed of steps in the most natural line of promotion.

Occupational groups and series of classes are administrative (or editorial) groupings made desirable by the great variety of positions within the scope of the General Schedule as set forth in the Classification Act of 1949.

(e) *Class of positions*

A "class" or "class of positions" includes all positions which are sufficiently similar, as to (1) the kind or subject matter of work, (2) the level of difficulty and responsibility, and (3) the qualification requirements of the work, to warrant similar treatment in personnel and pay administration.

A "class" is the smallest subdivision into which the many positions subject to the provisions of the Classification Act of 1949 are grouped. Hence, it is the occupational unit described in classification standards developed and issued for guidance in classifying individual positions.

Of the various types of classification standards used to describe classes of positions, the most formalized is the "position classification standard." In this form the standard contains a discussion of the characteristics of the classes, typical examples of the work where required, and a statement of the qualifications required by the work.

Each class is placed in the appropriate zone of difficulty and responsibility, or grade, of the General Schedule. Each individual position is placed in one of the classes. In this way each position is classified in its proper class and grade. Thus, the process of "classifying" a position under the Classification Act of 1949 is, in effect, an evaluation of its duties and responsibilities as to both kind and relative level, according to standards established by the Congress in the form of schedule and grades and developed by OPM in the form of classes.

(f) *Position*

"Position" means the work, consisting of the duties and responsibilities, assignable to an officer or employee.

2. Occupational code structure

For administrative convenience, the schedule, occupational groups, series, and classes constituting the occupational structure developed under the Classification Act of 1949 have been assigned code symbols by which they may be identified. Since the class represents the smallest occupational subdivision into which positions subject to the act are grouped, the class code symbols are the ones used on position descriptions to indicate the classification of the positions they describe.

The class code consists of three distinct parts: (a) the symbol for the schedule in which the class of positions has been classified; (b) the symbol for the series of classes in which the class belongs; and (c) the number of the grade in which the class of positions has been classified.

(a) The symbol used to identify the General Schedule is GS.

(b) The symbols used to identify the various series are expressed numerically in the following manner. Each occupational group has been assigned a number expressed in multiples of a hundred (e.g., the Engineering and Architecture Group of the General Schedule has been assigned number 800, and the symbol for the group is expressed thus: GS–800). Each series within an occupational group has, in turn, been assigned a number falling within the range of numbers between the group number and the next higher even hundred (e.g., the Civil Engineering Series of the Engineering and Architecture Group has been assigned number 810, and the symbol for the series is expressed thus: GS–810).

(c) The number of the grade in which the class of positions has been classified constitutes the third part of the code. Thus, the complete symbol for the class of Civil Engineer GS–11, made up of civil engineering positions classified in grade 11 of the General Schedule, is GS–810–11; and every position allocated to this class is so coded.

In classifying a position in its proper class, the appropriate code symbol to be used may readily be derived from the symbol for the series, as shown herein, by adding the grade number as the third part of the series symbol.

3. Occupational coverage of the Handbook

The occupations currently included in the Handbook are those represented by positions which are subject to the provisions of the

Classification Act of 1949. Except for agencies or positions expressly exempted by statute, these include the following: (1) The executive departments, (2) the independent establishments and agencies in the executive branch, (3) the Administrative Office of the United States Courts, (4) the Library of Congress, (5) the Botanic Garden, (6) the Government Printing Office, (7) the government of the District of Columbia, and (8) the Office of the Architect of the Capitol.

Many occupations in the Federal service are not included in the Handbook. This is because they are made up of positions specifically exempted by statute from the provisions of the Classification Act. Whole organizations, groups of positions, and single positions have been exempted in this way.

4. Standards issuances and the asterisk system

Position classification standards are official issuances prepared by the OPM, under the authority of the Classification Act, for use in the classification and evaluation of General Schedule positions in the Federal service. Within the Outline of Position Classification Plan and Series Definitions sections, and in the Alphabetical Index, asterisks (*) have been used to designate various types of issuances, as follows:

(a) One asterisk (*) indicates that the following types of standards have been issued:

—*Specific standard:* Position classification standards which contain a series definition and sections which contain information on series coverage, exclusions, authorized titles, glossary of terms, occupational information, and grading of positions. These standards apply directly to a specific series, e.g., the Economist Series, GS–110 or are dual-coded standards such as the General Investigating Series/Criminal Investigating Series, GS–1810/1811.

—*Multiseries standards:* Issuances with or without series code designations which, although referred to as guides, have the full force and effect of standards. Multiseries standards provide grade level criteria. There are three broad categories, as follows:

(1) those which pertain to a few occupations, e.g., the Grade Level Guide for Positions Requiring Collateral Correctional Skills;

(2) those which pertain to an occupational group, e.g., the General Grade Evaluation Guide for Nonsupervisory Professional Engineering Positions; and

(3) those which pertain to a large number of occupations across groups, e.g., the General Grade Evaluation

Guide for Nonsupervisory Clerical Positions, the Supervisory Grade Evaluation Guide, and the Research Grade Evaluation Guide.

—*Series coverage standard:* Standards which contain a series definition, information on series coverage and exclusions and, as required by the occupation, sections containing occupational information, glossary of terms, etc. These standards cite one or more printed standards issued under another title which should be used. For example, for a clerk and assistant series, the guidance cites the General Grade Evaluation Guide for Nonsupervisory Clerical Positions and the Supervisory Grade Evaluation Guide. For many professional, engineering, and scientific positions the guidance cites several or all of the many "functional" guides developed for those occupations.

(b) Two asterisks (**) indicate that a Flysheet has been issued. Flysheets contain informational material regarding occupational groups or specific series such as the establishment or abolishment of series, rescission of standards, or other similar information. Flysheets do not contain grade evaluation guidance.

(c) Three asterisks (***) indicate that the following types of standards have been issued:

—*Single-agency standard*: Specific standards or series coverage standards that are applicable to an occupation that is unique to a single Federal agency, e.g., the Social Insurance Administration Series, GS-105 is applied by the Social Security Administration.

5. Keeping the Handbook up to date

(a) *Issuance of additional or revised pages*

Additional or revised pages will be issued periodically for insertion in the Handbook. Because of its looseleaf form, the Handbook lends itself easily to amendment. All holders should make it a point to keep their copies up to date. The reliability of the Handbook as a guide for classification purposes depends upon their doing so. Each additional or revised page will carry the date of issue and the transmittal sheet number in the lower outside corner. Both sides of the page will be reprinted, but only the changed page will have a new date of issue and transmittal sheet number.

Any pages affected by revisions will be completely reprinted, and such reprinted pages will replace those originally included in the Handbook. There will be no indication (such as stars or arrows) of changes on the reprinted pages; however, users of the Handbook can readily ascertain any changes by comparing the new page with the superseded one, and through use of the information contained in the transmittal sheet.

(b) *Use of transmittal sheets*

Each set of additional or revised pages will be accompanied by a numbered and dated Transmittal Sheet which will list the pages on which additions, deletions, or other changes have been made. This sheet will also furnish information regarding the changes; for example, if a series has been abolished, it will indicate other series in which the positions affected are to be classified, or, if coverage of a series has been radically changed, it will explain the reason therefor. Since such information is of continuing value for classification purposes, the transmittal sheets should be kept for future reference. It is suggested that they be filed in numerical order immediately behind the front cover of the Handbook.

(c) *System of numbering pages*

In numbering pages to be inserted between pages already in the Handbook, decimals are used. Where a page has a number which includes decimals, it should be placed after the page which has the same whole number but no decimals. Thus, page 47.01 should be placed after page 47. Where two pages have the same number in front of the decimal point, each digit should be considered successively, from left to right, in order to determine the order of the pages. Thus, page 47.001 should be placed immediately after page 47, but in front of page 47.01. Page 47.011 should be placed immediately after page 47.01 (since the third digit "0" is understood) and in front of page 47.02.

(d) *Removal of superseded pages*

Superseded pages should be removed from the Handbook If they are to be destroyed, users are cautioned to check the pages against the Table of Changes on the transmittal sheet in order to guard against destruction of pages removed by mistake.

Outline of Position Classification Plan Showing Division of Schedule Into Occupational Groups and Series of Classes

GENERAL SCHEDULE (GS)

GS-000 MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)

Correctional Institution Administration Series* GS-006
Correctional Officer Series*** .. GS-007
Bond Sales Promotion Series ... GS-011
Safety and Occupational Health Management Series* .. GS-018
Safety Technician Series* GS-019
Community Planning Series* ... GS-020
Community Planning Technician Series GS-021
Outdoor Recreation Planning Series* GS-023
Park Management Series*** .. GS-025
Park Technician Series** GS-026
Environmental Protection Specialist Series GS-028
Environmental Protection Assistant Series GS-029
Sports Specialist Series GS-030
Funeral Directing Series GS-050
Chaplain Series* GS-060
Clothing Design Series* GS-062
Fingerprint Identification Series*** GS-072
Security Administration Series* GS-080
Fire Protection and Prevention Series* GS-081
United States Marshal Series*** GS-082
Police Series* GS-083
Guard Series* GS-085
Guide Series* GS-090
Foreign Law Specialist Series*** GS-095
General Student Trainee Series GS-099

GS-100 SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE GROUP

Social Science Series GS-101
Social Science Aid and Technician Series GS-102
Social Insurance Administration Series*** GS-105
Unemployment Insurance Series*** GS-106
Economist Series* GS-110
Economics Assistant Series ... GS-119
Food Assistance Program Specialist Series*** GS-120
Foreign Affairs Series GS-130
International Relations Series GS-131
Intelligence Series* GS-132
Intelligence Aid and Clerk Series GS-134
Foreign Agricultural Affairs Series GS-135
International Cooperation Series*** GS-136
Manpower Research and Analysis Series GS-140
Manpower Development Series* GS-142

*Standards published.
**Flysheets published.
***Single-agency standards published.

Geography Series* GS-150
Civil Rights Analysis Series* ... GS-160
History Series* GS-170
Psychology Series* GS-180
Psychology Aid and Technician Series GS-181
Sociology Series** GS-184
Social Work Series* GS-185
Social Services Aid and Assistant Series* GS-186
Social Services Series* GS-187
Recreation Specialist Series* ... GS-188
Recreation Aid and Assistant Series* GS-189
General Anthropology Series ... GS-190
Archeology Series GS-193
Social Science Student Trainee Series GS-199

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Personnel Management Series* GS-201
Personnel Clerical and Assistance Series* GS-203
Military Personnel Clerical and Technician Series* GS-204
Military Personnel Management Series** GS-205
Personnel Staffing Series* GS-212
Position Classification Series* GS-221
Occupational Analysis Series ... GS-222
Salary and Wage Administration Series GS-223
Employee Relations Series* GS-230
Labor Relations Series* GS-233
Employee Development Series* GS-235
Mediation Series*** GS-241
Apprenticeship and Training Series*** GS-243
Labor Management Relations Examining Series*** GS-244
Contractor Industrial Relations Series GS-246
Wage and Hour Compliance Series*** GS-249
Equal Employment Opportunity Series* GS-260

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Miscellaneous Administration and Program Series* GS-301
Messenger Series* GS-302
Miscellaneous Clerk and Assistant Series* GS-303
Information Receptionist Series* GS-304
Mail and File Series* GS-305
Correspondence Clerk Series* ... GS-309
Clerk-Stenographer and Reporter Series* GS-312
Work Unit Supervising Series* .. GS-313
Secretary Series* GS-318
Closed Microphone Reporter Series* GS-319
Clerk-Typist Series* GS-322
Computer Operation Series* GS-332
Computer Specialist Series* GS-334
Computer Clerk and Assistant Series* GS-335
Program Management Series ... GS-340
Administrative Officer Series* GS-341
Support Services Administration Series* GS-342
Management Analysis Series* .. GS-343
Management Clerical and Assistance Series* GS-344
Program Analysis Series* GS-345
Logistics Management Series* GS-346
Equipment Operator Series* GS-350
Printing Clerical Series* GS-351
Data Transcriber Series* GS-356
Coding Series* GS-357
Electric Accounting Machine Operation Series* GS-359

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* Standards published.
** Fivesheets published.
*** Single-agency standards published.

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Equal Opportunity Compliance Series* GS-360
Equal Opportunity Assistance Series* GS-361
Electric Accounting Machine Project Planning Series* GS-362
Telephone Operating Series* GS-382
Teletypist Series* GS-385
Cryptographic Equipment Operation Series* GS-388
Radio Operating Series* GS-389
Communications Relay Operation Series* GS-390
Communications Management Series* GS-391
General Communications Series GS-392
Communications Specialist Series* GS-393
Communications Clerical Series* . GS-394

GS-400 BIOLOGICAL SCIENCES GROUP

General Biological Science Series GS-401
Microbiology Series* GS-403
Biological Technician Series* GS-404
Pharmacology Series* GS-405
Agricultural Extension Series GS-406
Ecology Series* GS-408
Zoology Series* GS-410
Physiology Series GS-413
Entomology Series* GS-414
Plant Protection Technician Series*** GS-421
Botany Series* GS-430
Plant Pathology Series GS-434
Plant Physiology Series* GS-435
Plant Protection and Quarantine Series*** GS-436
Horticulture Series** GS-437
Genetics Series GS-440
Range Conservation Series* GS-454
Range Technician Series* GS-455
Soil Conservation Series* GS-457
Soil Conservation Technician Series* GS-458
Irrigation System Operation Series*** GS-459
Forestry Series* GS-460
Forestry Technician Series* GS-462
Soil Science Series* GS-470
Agronomy Series* GS-471
Agricultural Management Series*** GS-475
General Fish and Wildlife Administration Series GS-480
Fishery Biology Series*** GS-482
Wildlife Refuge Management Series*** GS-485
Wildlife Biology Series GS-486
Animal Science Series* GS-487
Home Economics Series* GS-498
Biological Science Student Trainee Series GS-499

GS-500** ACCOUNTING AND BUDGET GROUP

Financial Administration and Program Series* GS-501
Financial Clerical and Assistance Series* GS-503
Financial Management Series* ... GS-505
Accounting Series* GS-510
Auditing Series* GS-511
Internal Revenue Agent Series*** GS-512
Accounting Technician Series* GS-525
Tax Technician Series*** GS-526
Cash Processing Series* GS-530
Voucher Examining Series* GS-540
Payroll Series* GS-544
Military Pay Series* GS-545
Budget Analysis Series* GS-560
Budget Clerical and Assistance Series* GS-561
Financial Institution Examining Series* GS-570
Time and Leave Series* GS-590
Tax Examining Series*** GS-592
Insurance Accounts Series GS-593
Accounting Student Trainee Series GS-599

*Standards published.
**Flysheets published.
***Single-agency standards published.

GS-600 MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH GROUP

General Health Science Series GS-601
Medical Officer Series* GS-602
Physician's Assistant Series GS-603
Nurse Series* GS-610
Practical (Vocational) Nurse Series* GS-620
Nursing Assistant Series* GS-621
Medical Supply Aide and Technician Series* GS-622
Autopsy Assistant Series* GS-625
Dietitian and Nutritionist Series* GS-630
Occupational Therapist Series* GS-631
Physical Therapist Series* GS-633
Corrective Therapist Series* GS-635
Rehabilitation Therapy Assistant Series* GS-636
Manual Arts Therapist Series* GS-637
Recreation/Creative Arts Therapist Series* GS-638
Educational Therapist Series* GS-639
Nuclear Medicine Technician Series GS-642
Medical Technologist Series* GS-644
Medical Technician Series* GS-645
Pathology Technician Series* GS-646
Diagnostic Radiologic Technologist Series* GS-647
Therapeutic Radiologic Technologist Series* GS-648
Medical Machine Technician Series* GS-649
Medical Technical Assistant Series*** GS-650
Pharmacist Series* GS-660
Pharmacy Technician Series* GS-661
Optometrist Series* GS-662
Restoration Technician Series*** GS-664
Speech Pathology and Audiology Series* GS-665
Orthotist and Prosthetist Series* GS-667
Podiatrist Series GS-668
Medical Record Librarian Series* GS-669
Health System Administration Series* GS-670
Health System Specialist Series* . GS-671
Prosthetic Representative Series . GS-672
Hospital Housekeeping Management Series* GS-673
Medical Record Technician Series* GS-675
Medical Clerk Series* GS-679
Dental Officer Series* GS-680
Dental Assistant Series* GS-681
Dental Hygiene Series* GS-682
Dental Laboratory Aid and Technician Series* GS-683
Public Health Program Specialist Series*** GS-685
Sanitarian Series* GS-688
Industrial Hygiene Series* GS-690
Consumer Safety Series*** GS-696
Environmental Health Technican Series* GS-698
Health Aid and Technician Series* GS-699

GS-700 VETERINARY MEDICAL SCIENCE GROUP

Veterinary Medical Science Series* GS-701
Animal Health Technician Series GS-704
Veterinary Student Trainee Series GS-799

GS-800** ENGINEERING AND ARCHITECTURE GROUP

General Engineering Series GS-801
Engineering Technician Series* ... GS-802
Safety Engineering Series* GS-803
Fire Prevention Engineering Series GS-804
Materials Engineering Series* GS-806
Landscape Architecture Series* ... GS-807
Architecture Series* GS-808
Construction Control Series* GS-809
Civil Engineering Series* GS-810
Surveying Technician Series* GS-817
Engineering Drafting Series* GS-818
Environmental Engineering Series* GS-819

*Standards published.
**Flysheets published.
***Single-agency standards published.

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Construction Analyst Series*	GS-828
Mechanical Engineering Series*	GS-830
Nuclear Engineering Series*	GS-840
Electrical Engineering Series*	GS-850
Electronics Engineering Series*	GS-855
Electronics Technician Series*	GS-856
Biomedical Engineering Series	GS-858
Aerospace Engineering Series*	GS-861
Naval Architecture Series*	GS-871
Ship Surveying Series	GS-873
Mining Engineering Series*	GS-880
Petroleum Engineering Series*	GS-881
Agricultural Engineering Series*	GS-890
Ceramic Engineering Series	GS-892
Chemical Engineering Series*	GS-893
Welding Engineering Series	GS-894
Industrial Engineering Technician Series*	GS-895
Industrial Engineering Series*	GS-896
Engineering and Architecture Student Trainee Series	GS-899

GS-900** LEGAL AND KINDRED GROUP

Law Clerk Series	GS-904
General Attorney Series*	GS-905
Estate Tax Examining Series	GS-921
Hearings and Appeals Series	GS-930
Administrative Law Judge Series	GS-935
Deportation and Exclusion Examining Series**	GS-942
Clerk of Court Series	GS-945
Paralegal Specialist Series	GS-950
Contact Representative Series*	GS-962
Legal Instruments Examining Series*	GS-963
Land Law Examining Series***	GS-965
Passport and Visa Examining Series***	GS-967
Legal Clerk and Technician Series*	GS-986
Tax Law Specialist Series	GS-987
General Claims Examining Series	GS-990
Workers' Compensation Claims Examining Series***	GS-991
Loss and Damage Claims Examining Series	GS-992
Social Insurance Claims Examining Series***	GS-993
Unemployment Compensation Claims Examining Series***	GS-994
Dependents and Estates Claims Examining Series	GS-995
Veterans Claims Examining Series***	GS-996
Civil Service Retirement Claims Examining Series***	GS-997
Claims Clerical Series*	GS-998

GS-1000 INFORMATION AND ARTS GROUP

General Arts and Information Series	GS-1001
Exhibits Specialist Series*	GS-1010
Museum Curator Series*	GS-1015
Museum Specialist and Technician Series*	GS-1016
Illustrating Series*	GS-1020
Office Drafting Series*	GS-1021
Public Affairs Series*	GS-1035
Language Specialist Series*	GS-1040
Language Clerical Series*	GS-1046
Foreign Language Broadcasting Series	GS-1048
Music Specialist Series	GS-1051
Theater Specialist Series	GS-1054
Art Specialist Series	GS-1056
Photography Series*	GS-1060
Audio-Visual Production Series*	GS-1071
Writing and Editing Series*	GS-1082
Technical Writing and Editing Series*	GS-1083
Visual Information Series*	GS-1084
Editorial Assistance Series*	GS-1087

*Standards published.
**Flysheets published.
***Single agency standards published.

GS-1100 BUSINESS AND INDUSTRY GROUP

General Business and Industry Series---- GS-1101
Contract and Procurement Series* ---- GS-1102
Industrial Property Management Series*---- GS-1103
Property Disposal Series*---- GS-1104
Purchasing Series*---- GS-1105
Procurement Clerical and Assistance Series*---- GS-1106
Property Disposal Clerical and Technician Series*---- GS-1107
Public Utilities Specialist Series ---- GS-1130
Trade Specialist Series**---- GS-1140
Commissary Store Management Series*---- GS-1144
Agricultural Program Specialist Series***---- GS-1145
Agricultural Marketing Series*** ---- GS-1146
Agricultural Market Reporting Series***---- GS-1147
Wage and Hour Law Administration Series---- GS-1149
Industrial Specialist Series*- GS-1150
Production Control Series*--- GS-1152
Financial Analysis Series*--- GS-1160
Crop Insurance Administration Series*** ---- GS-1161
Crop Insurance Underwriting Series*** ---- GS-1162
Insurance Examining Series** ---- GS-1163
Loan Specialist Series*---- GS-1165
Internal Revenue Officer Series*** ---- GS-1169
Realty Series*---- GS-1170
Appraising and Assessing Series* ---- GS-1171
Housing Management Series*- GS-1173
Building Management Series*** ---- GS-1176

GS-1200 COPYRIGHT, PATENT, AND TRADEMARK GROUP

Patent Technician Series---- GS-1202
Copyright Series---- GS-1210
Copyright Technician Series-- GS-1211
Patent Administration Series- GS-1220
Patent Adviser Series*---- GS-1221
Patent Attorney Series***---- GS-1222
Patent Classifying Series***- GS-1223
Patent Examining Series***-- GS-1224
Patent Interference Examining Series***---- GS-1225
Design Patent Examining Series*** ---- GS-1226

GS-1300 PHYSICAL SCIENCES GROUP

General Physical Science Series* ---- GS-1301
Health Physics Series*---- GS-1306
Physics Series---- GS-1310
Physical Science Technician Series* ---- GS-1311
Geophysics Series*---- GS-1313
Hydrology Series*---- GS-1315
Hydrologic Technician Series* GS-1316
Chemistry Series*---- GS-1320
Metallurgy Series*---- GS-1321
Astronomy and Space Science Series* ---- GS-1330
Meteorology Series*---- GS-1340
Meteorological Technician Series* ---- GS-1341
Geology Series*---- GS-1350
Oceanography Series*---- GS-1360
Navigational Information Series* ---- GS-1361
Cartography Series*---- GS-1370
Cartographic Technician Series* ---- GS-1371
Geodesy Series*---- GS-1372
Land Surveying Series*---- GS-1373
Geodetic Technician Series*-- GS-1374
Forest Products Technology Series ---- GS-1380
Food Technology Series---- GS-1382
Textile Technology Series---- GS-1384
Photographic Technology Series* ---- GS-1386
Document Analysis Series--- GS-1397
Physical Science Student Trainee Series---- GS-1399

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*Standards published.
**Flysheets published.
***Single agency standards published.

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GS-1400 LIBRARY AND ARCHIVES GROUP

Librarian Series *	GS-1410	Archivist Series ***	GS-1420
Library Technician Series *	GS-1411	Archives Technician Series *	GS-1421
Technical Information Services Series	GS-1412		

GS-1500 MATHEMATICS AND STATISTICS GROUP

Actuary Series *	GS-1510	Statistician Series *	GS-1530
Operations Research Series *	GS-1515	Statistical Assistant Series *	GS-1531
Mathematics Series *	GS-1520	Cryptography Series	GS-1540
Mathematics Technician Series *	GS-1521	Cryptanalysis Series	GS-1541
Mathematical Statistician Series *	GS-1529	Computer Science Series	GS-1550
		Mathematical Science Student Trainee Series	GS-1599

GS-1600** EQUIPMENT, FACILITIES, AND SERVICE GROUP

General Facilities and Equipment Series *	GS-1601	Printing Management Series *	GS-1654
Cemetary Administration Series ***	GS-1630	Laundry and Dry Cleaning Plant Management Series *	GS-1658
Facility Management Series *	GS-1640	Steward Series	GS-1667
		Equipment Specialist Series *	GS-1670

GS-1700 EDUCATION GROUP

General Education and Training Series *	GS-1701	School Administration Series *	GS-1722
Education and Training Technician Series **	GS-1702	Elementary Teaching Series *	GS-1724
Education and Vocational Training Series *	GS-1710	Public Health Educator Series	GS-1725
Training Instruction Series *	GS-1712	Secondary Teaching Series *	GS-1726
Vocational Rehabilitation Series *	GS-1715	Special Education Series *	GS-1728
Education Program Series ***	GS-1720	Education Research Series ***	GS-1730
		Education Service Series *	GS-1740
		Instructional Systems Series *	GS-1750
		Vocational-Technical Instructional Series	GS-1755

GS-1800 INVESTIGATION GROUP

General Inspection, Investigation, and Compliance Series *	GS-1801	Immigration Inspection Series ***	GS-1816
Compliance Inspection and Support Series *	GS-1802	Coal Mine Inspection Series ***	GS-1822
General Investigating Series *	GS-1810	Aviation Safety Series ***	GS-1825
Criminal Investigating Series *	GS-1811	Securities Compliance Examinating Series	GS-1831
Game Law Enforcement Series	GS-1812	Agricultural Commodity Warehouse Examining Series **	GS-1850
Air Safety Investigating Series ***	GS-1815		

*Standards published.
**Fly sheets published which include series coverage information.
***Single-agency standards published.

Alcohol, Tobacco and Firearms Inspection Series *** GS–1854
Alcohol Tax Technician Series * GS–1855
Consumer Safety Inspection Series *** GS–1862
Food Inspection Series *** GS–1863
Public Health Quarantine Inspection Series *** GS–1864
Customs Patrol Officer Series *** GS–1884
Import Specialist Series GS–1889
Customs Inspection Series *** ... GS–1890
Customs Appraising and Examining Series *** GS–1892
Customs Entry and Liquidating Series *** GS–1894
Customs Warehouse Officer Series *** GS–1895
Border Patrol Agent Series *** . GS–1896
Customs Aid Series GS–1897
Admeasurement Series GS–1898

GS–1900 QUALITY ASSURANCE, INSPECTION AND GRADING GROUP

Quality Assurance Series * GS–1910
Agricultural Commodity Grading Series *** GS–1980
Agricultural Commodity Aid Series GS–1981

GS–2000** SUPPLY GROUP

General Supply Series ** GS–2001
Supply Program Management Series * GS–2003
Supply Clerical and Technician Series * GS–2005
Inventory Management Series * GS–2010
Distribution Facilities and Storage Management Series * GS–2030
Packaging Series * GS–2032
Supply Cataloging Series * GS–2050
Sales Store Clerical Series * GS–2091

GS–2100 TRANSPORTATION GROUP

Transportation Specialist Series GS–2101
Transportation Clerk and Assistant Series GS–2102
Transportation Industry Analysis Series * GS–2110
Transportation Rate and Tariff Examining Series GS–2111
Railroad Safety Series *** GS–2121
Motor Carrier Safety Series *** GS–2123
Highway Safety Series *** GS–2125
Traffic Management Series * GS–2130
Freight Rate Series * GS–2131
Travel Series * GS–2132
Passenger Rate Series * GS–2133
Shipment Clerical and Assistance Series * GS–2134
Transportation Loss and Damage Claims Examining Series GS–2135
Cargo Scheduling Series ** GS–2144
Transportation Operations Series GS–2150
Dispatching Series ** GS–2151
Air Traffic Control Series * GS–2152
Air Traffic Assistance Series * ... GS–2154
Marine Cargo Series * GS–2161
Aircraft Operation Series * GS–2181

*Standards published.
**Fly sheets published.
***Single-agency standards published.

TS–111
April 1983

Definitions of Occupational Groups and Series of Classes Established Under the Position-Classification Plan

GENERAL SCHEDULE (GS)

The general schedule includes all classes of positions the duties of which are to advise on, administer, supervise, or perform (1) work in office, business, or fiscal operations; (2) work of a subordinate technical character in a professional, scientific, or technical field; or (3) work which is based upon the established principles of a profession or science, and which requires professional, scientific, or technical training equivalent to that represented by graduation from a college or university of recognized standing.

OCCUPATIONAL GROUPS

The following occupational groups, generally embracing several series of classes of related activities, are major subdivisions of the general schedule:

GS–000	Miscellaneous Occupations Group (Not Elsewhere Classified)
GS–100	Social Science, Psychology, and Welfare Group
GS–200	Personnel Management and Industrial Relations Group
GS–300	General Administrative, Clerical, and Office Services Group
GS–400	Biological Sciences Group
GS–500	Accounting and Budget Group
GS–600	Medical, Hospital, Dental, and Public Health Group
GS–700	Veterinary Medical Science Group
GS–800	Engineering and Architecture Group
GS–900	Legal and Kindred Group
GS–1000	Information and Arts Group
GS–1100	Business and Industry Group
GS–1200	Copyright, Patent, and Trade-Mark Group
GS–1300	Physical Sciences Group
GS–1400	Library and Archives Group
GS–1500	Mathematics and Statistics Group
GS–1600	Equipment, Facilities, and Service Group
GS–1700	Education Group
GS–1800	Investigation Group
GS–1900	Quality Assurance, Inspection and Grading Group
GS–2000	Supply Group
GS–2100	Transportation Group

GS-000 MISCELLANEOUS OCCUPATIONS GROUP GS-000

This group includes all classes of positions the duties of which are to administer, supervise, or perform work which cannot be included in other occupational groups either because the duties are unique, or because they are complex and come in part under various groups.

Series of classes in this group are:

GS-006 Correctional Insttitution Administration Series* GS-006

This series includes positions which involve responsibility for managing, or participating in the overall management of, correctional institutions, correctional systems, or correctional programs, and positions which involve responsibility for advising on, reviewing, and evaluating the management of such institutions, systems, or programs. Work in this series requires knowledge of (1) penological theories, principles, and techniques and (2) the problems, methods, and techniques of institutional management.

GS-007 Correctional Officer Series*** GS-007

This series covers positions involving the correctional treatment, custody, and supervision of criminal offenders in correctional institutions or community-based correctional treatment or rehabilitation facilities. Positions in this series have as their paramount requirement the knowledge and application of correctional skills and techniques.

GS-011 Bond Sales Promotion Series GS-011

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in promoting and maintaining the sales of United States Savings Bonds and Stamps by originating and developing promotional themes, ideas, and programs, by planning, organizing, and directing the work of committees, groups, and other persons participating in the conduct of bond and stamp drives, programs, and campaigns, and by other means.

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*Standards published.
***Single-agency standards published.

GS-018 Safety and Occupational Health Management Series* **GS-018**

This series includes positions which involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of: (a) the principles, standards, and techniques of safety and occupational health management; and (b) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields which contribute to the achievement of comprehensive safety and occupational health objectives.

GS-019 Safety Technician Series* **GS-019**

This series includes positions that involve support work in accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Positions require a practical knowledge of work processes and equipment environmental conditions, and established safety standards, protective devices and accident prevention measures.

GS-020 Community Planning Series* **GS-020**

This series includes professional positions concerned with community planning and with developing the art and science of planning to apply to communities such as urban or rural neighborhoods, villages, Indian reservations, cities, counties, regions. States, or the nation. Community planning work requires knowledge of planning concepts, principles, techniques, and practices; the social, economic, political, and physical elements involved in human settlements; and the dynamics of change within these elements. Planners identify community needs, resources, and problems, and assist citizens to make decisions on goals, policies, priorities, plans, programs, and methods of implementation designed to create a physical, economic, and social environment in which the human activities desired by the members of the community may flourish.

*Standards published.

GS-021 Community Planning Technician Series GS-021

This series includes positions of technicians who apply practical knowledge of community planning methods and techniques. They collect, select, compute, adjust, and process data; prepare charts, exhibits, and reports; and perform related duties supporting professional planning work. The positions require technical rather than professional knowledges and abilities for full performance and, therefore, do not require education and training equivalent in scope and nature to that required for professional positions in community planning.

GS-023 Outdoor Recreation Planning Series* GS-023

This series includes positions whose primary concerns are planning, advising on, and coordinating the use of land, water, and related resources to provide opportunities for the creative use of leisure time outdoors, with due regard to protecting and enhancing the quality of the outdoor environment for the enjoyment of people. The work requires application of knowledge of (*a*) pertinent aspects of economics, sociology, and other social sciences in the assessment of demand for outdoor recreation, (b) the practices of natural resource conservation involved in the development and coordination of programs to provide recreation resources, and (c) the techniques of area planning.

GS-025 Park Management Series* GS-025**

This series includes positions concerned with managing park programs involving both (1) conserving natural, cultural, and other park resources, and (2) meeting the public's needs for recreational, inspirational, and educational experiences. The work includes planning, developing, coordinating and advising on substantive park programs.

GS-026 Park Technician Series GS-026**

This series includes positions concerned with carrying out various technical and practical tasks in the conservation, interpretation and use of park resources and in providing services for park visitors. The work requires a knowledge and understanding of established operating techniques and practices involved in park operations.

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*Standards published.
**Flysheets published.
***Single-agency standards published.

GS-028 Environmental Protection Specialist Series GS-028

This series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals; (2) reviewing, analyzing, and recommending modification where necessary, of plans developed by states to implement various provisions of Federal environmental standards, (3) developing and analyzing data and preparing reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning, and similar activities, (4) reviewing, analyzing and coordinating preparation of, or preparing comments on environmental impact statements, (5) developing and/or analyzing proposals for new or revised environmental protection regulations and determining their impact on air, water, and land resources, and (6) conducting studies to identify environmental problems, and performing analytical work which contributes to the effectiveness of environmental plans, programs, and methods. The work requires the exercise of discretion and independent judgment in the application of knowledge of the principles, practices, and techniques of environmental planning and protection.

GS-029 Environmental Protection Assistant Series GS-029

This series includes positions which involve performing a variety of technical support work in connection with the operation of environmental protection programs.

This work may take the form of assisting higher level environmental protection personnel in an area of assignment or it may involve independent performance of limited assignments in a prescribed segment of an environmental protection program. This work requires the ability to apply established instructions, rules, regulations, and procedures relevant to environmental protection activities.

GS-030 Sports Specialist Series GS-030

This series covers positions that require a knowledge of the physical and psychological factors in individual and team sports, and of the nature, purpose, and organization of recreational or competitive individual and team sports activities. Sports specialists (1) plan, supervise, administer or carry out sports programs, (2) conduct clinics or seminars to train coaches or officials, (3) train and develop athletes in individual or team sports, (4) plan, organize or conduct tournaments or competitions from the intramural to the international levels, or (5) perform other functions requiring knowledge or skill in sports.

GS-050 Funeral Directing Series GS-050

This series includes all classes of positions the duties of which are to supervise or perform work, at a hospital or other station, involved in planning and directing details relating to funeral and burial services of deceased persons, including responsibility for the embalming and preparation of decedents in accordance with policies, procedures, and public health regulations; or to administer or participate in the administration of the mortuary program of a Federal agency.

GS-060 Chaplain Series* GS-060

This series includes all positions the duties of which are to advise on, administer, supervise, or perform professional work involved in a program of spiritual welfare and religious guidance for patients of Government hospitals and homes, for inmates of Government correctional and penal or other institutions, or for persons in other Government activities where civilian chaplain service is needed. Positions are classifiable to this series when the nature of duties and responsibilities is such that ordination by a recognized ecclesiastical body is a basic requirement.

GS-062 Clothing Design Series* GS-062

This series includes classes of positions which involve nonprofessional technical work in the design, development, testing, standardization, and improvement of clothing (including headgear, footgear, and handgear) for performance, appearance, comfort, and economical production.

GS-072 Fingerprint Identification Series* GS-072**

This series covers positions that involve classifying, searching, verifying, and filing fingerprints and other vestigial prints (such as footprints or palm prints) for identifying persons. The work requires a knowledge of the methods used in fingerprint classification and identification.

GS-080 Security Administration Series* GS-080

This series includes positions the duties of which are to administer, supervise, or perform planning, developmental, advisory, administrative, evaluative, or analytical work the principal purpose of which is to safeguard information and/or material affecting the national defense and national security from unauthorized disclosure or sabotage by administering, supervising, or performing work involved in (1) assuring the effectiveness of the systems, devices, procedures, and methods used for safeguarding such information and materials, and/or (2) analyzing and evaluating the character, background, and history of employees, candidates for employment, and other persons having or proposed to be granted access to such information to insure their complete and unswerving loyalty to the United States and that their employment or access to such information is consistent with the national defense and national security.

GS-081 Fire Protection and Prevention Series* GS-081

This series covers positions that involve supervising or performing work in controlling and extinguishing fires; in rescuing persons endangered by fire; and in preventing fire by reducing or eliminating potential fire hazards. It also covers positions involving operating fire communications equipment and nonengineering work in developing and implementing fire protection and prevention plans, procedures, and standards. Positions in this series require a knowledge of firefighting and fire prevention theory and techniques; a knowledge of the operation of fixed and mobile firefighting equipment; and/or the ability to plan and direct fire protection and prevention programs and operations.

GS-082 United States Marshal Series* GS-082**

This series covers positions involving a range of law enforcement responsibilities including serving a variety of civil writs and criminal warrants issued by Federal courts; tracing and arresting persons wanted under court warrants; seizing and disposing of property under court orders; safeguarding and transporting prisoners; providing for the physical security of court facilities and personnel; providing for the physical security of jurors and key Government witnesses and their families; preventing civil disturbances or restoring order in riot and mob violence situations; and performing other special law enforcement duties as directed by a court order or by the Department of Justice. These positions require ability in locating and identifying wanted persons or property, knowledge of court procedure, basic knowledge of business records and practices, knowledge of Federal and State laws which deputies must enforce, as well as relevant court decisions, and ability to deal with persons from all levels of society.

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*Standards published.
***Single-agency standards published.

GS-083 **Police Series*** GS-083

This occupation includes positions that involve performing or supervising law enforcement work in the protection of life, property, and the civil rights of individual citizens. Incumbents of these positions enforce Federal, State, county, and municipal statutes, laws and ordinances; and agency rules and regulations pertaining to law enforcement work. They preserve the peace; prevent, detect, and investigate accidents and crimes; arrest violators; and provide aid and comfort to citizens in emergency situations.

GS-085 **Guard Series*** GS-085

This series includes positions that involve performing or supervising protective services in guarding Government buildings and property; safeguarding occupants, visitors, and patients in hospitals and other Government institutions; guarding aliens involved in deportation proceedings; and exercising control over vehicular traffic on Government property.

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*Standards published.
***Single-agency standards published.

GS-090 Guide Series* GS-090

This series includes all classes of positions the duties of which are to provide or supervise nonprofessional interpretive and guide services to visitors to parks, dams and other sites of public interest. The work involves giving formal talks, interpreting natural and historic features, explaining engineering structures and related water resource developments, answering questions, guiding tours, and providing miscellaneous services to visitors. Incidental duties are performed in connection with responsibility for visitor safety and protection of historic and scientific objects and natural or engineering features.

GS-095 Foreign Law Specialist Series* GS-095**

This series includes positions which perform professional work requiring knowledge of law as it is practiced in one or more foreign countries; library objectives, functions, and services; and, the political, economic, and social systems of particular foreign countries. Most positions also require the ability to translate and interpret technical legal material from a foreign language into English and from English into a foreign language. Positions in this series perform legal research, reference, and writing assignments requiring expert analysis and interpretation of the legal systems of particular foreign countries in terms of Anglo-American law concepts; provide definitive advice and assistance to the three branches of Government on matters associated with foreign law; and, provide other specialized services in the acquisition, processing, and custody of foreign legal collections.

GS-099 General Student Trainee Series GS-099

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in miscellaneous professional fields at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed. This series includes professional fields not covered by other Student Trainee series.

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*Standards published.
***Single-agency standards published.

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GS-100 SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE GROUP GS-100

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work, subordinate technical work, or related clerical work in one or more of the social sciences; in psychology; in social work; in recreational activities; or in the administration of public welfare and insurance programs.

Series of classes in this group are:

GS-101 Social Science Series GS-101

This series includes positions the duties of which are to advise on, administer, supervise or perform research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in other series of this occupational group.

GS-102 Social Science Aid and Technician Series GS-102

This series covers positions involving nonprofessional work of a technical, specialized, or support nature in one or more of the social science or other occupational fields covered by this group when there is no more appropriate series. The positions require a practical understanding of the objectives, policies, procedures, or regulatory requirements pertaining to the work—and the ability to apply skills or knowledegs of the occupation involved. The work does not require full professional competence (or equivalent professional-level preparation) in the theories, principles, and concepts of the field.

GS-105 Social Insurance Administration Series*** GS-105

This series includes positions primarily concerned with administering, planning, managing, and conducting the Federal social security old-age, survivors, disability, and/or health insurance programs. Included are those positions concerned with the development, preparation, issuance, and interpretation of policies, methods, and procedures for the conduct of such programs; and also those positions which involve representing the programs before the general public and determining eligibility for benefits when the work requires the ability to deal effectively with the general public. Positions in this series require a knowledge of the broad concepts and technical provisions of the old-age, survivors, disability insurance, and/or health insurance programs established by the Social Security Act, as amended.

***Single-agency standards published.

GS-106 Unemployment Insurance Series GS-106**

This series covers positions involving the development, promotion and evaluation of unemployment insurance programs administered under Federal-State joint arrangement. Positions in this series require a knowledge of the history, concepts, methods and techniques of social insurance and of the social and economic conditions under which such programs operate.

GS-110 Economist Series* GS-110

This series includes positions which require application of a professional knowledge of economics in the performance of duties that include: research into economic phenomena, analysis of economic data, and the preparation of interpretive reports; advice and consultation on economic matters to governmental officials and private organizations or citizens; and the performance of other professional work in economics including supervision and the direction of economists engaged in the various economics programs of the Federal Government.

GS-119 Economics Assistant Series GS-119

This series includes all classes of positions the duties of which are to supervise or perform subordinate research and related work involved in collecting, compiling, verifying, analyzing, or reporting data, where the work requires the application of specialized or technical knowledges or skills in one or more fields of economics, but does not require full professional competence in economic theories, principles, and concepts. Excluded are positions that require application of knowledge of statistical clerical methods characteristic of the Statistical Clerical and Administrative Series, GS-1531.

GS-120 Food Assistance Program Specialist Series GS-120**

This series covers positions that involve developing, evaluating, and promoting programs concerned with providing food to low-income households, disaster victims, schools, and nonprofit institutions through or in cooperation with State and local government agencies and community organizations, or with developing plans for managing the Nation's food supply under emergency conditions. This series also covers positions that involve managing food stamp, food distribution, school lunch, or similar programs. Positions covered by this series require as their primary qualification a knowledge of the principles, practices, and techniques of planning, organizing, and administering public food assistance programs.

GS-130 Foreign Affairs Series GS-130

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the departmental formulation and direction of the foreign affairs of the Government or in the study and disposition of information bearing on international relations.

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*Standards published.

**Fly sheets published which include series coverage information.

GS-131 International Relations Series GS-131

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional work in the formulation and implementation of foreign policy of the United States in the conduct of the relations, primarily of a political or politico-economic nature, of the United States with other governments.

GS-132 Intelligence Series* GS-132

This series includes positions concerned with advising on, administering, supervising, or performing work in the collection, analysis, evaluation, interpretation, and dissemination of information on political, economic, social, cultural, physical, geographic, scientific, or military conditions, trends, and forces in foreign and domestic areas which directly or indirectly affect the national security. These positions require a basic knowledge and understanding of one or more of the natural or social sciences, engineering, or military science, but do not demand, as a primary qualification requirement, full knowledge of the current state of the art.

GS-134 Intelligence Aid and Clerk Series GS-134

Positions in this series have duties involving subordinate or clerical work in the field of intelligence. These duties require the application of knowledge concerning administrative or clerical procedures and operations peculiar to the collection, production, or dissemination of intelligence information. Such information covers the political, economic, social, cultural, physical, geographic, scientific, or military trends or conditions in foreign or domestic areas that affect the national security.

GS-135 Foreign Agricultural Affairs Series GS-135

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional work in market and economic analysis and interpretation, and foreign reporting, in connection with the development of foreign markets for United States agricultural commodities; in analysis of the agricultural economy, developments, trends, and conditions in foreign countries; and in representing the Government in matters affecting foreign agricultural affairs.

GS-136 International Cooperation Series* GS-136**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research and operational work in the planning, development, and implementation of foreign economic assistance programs undertaken by the United States. These duties require a knowledge of economic, social, cultural, and political conditions in the country of assignment and of United States foreign policy.

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*Standards published.
***Single-agency standards published.

GS-140 Manpower Research and Analysis Series GS-140

This series includes positions involving the performance of professional work in manpower research or in manpower program development and evaluation for the purpose of furthering the development and utilization of the Nation's manpower resources. Such work requires the application of concepts, principles and practices of sociology, psychology, economics, and/or allied social sciences in implementing national programs designed to equip the underemployed, the persistently unemployed and other unemployed with necessary skills to provide an opportunity for their full participation and utilization in the labor force; to increase the general employability of unemployed youth; to aid school dropouts or potential dropouts in continuing or resuming their education; and to insure sufficient availability of needed manpower and occupational skills.

GS-142 Manpower Development Series* GS-142

This series covers positions that involve specialized administrative and technical work concerned with the implementation, promotion, coordination, monitoring, and evaluation of federally funded programs for the development and utilization of manpower resources. Some positions in this occupation are involved in programs that deal with the identification of and communication with disadvantaged persons requiring employment assistance, the provision of necessary assistance and support through counseling, education, and training and their placement into suitable, stable employment. These positions require specialized knowledge and application of manpower methods, practices, techniques, and principles. These positions do *not* require full professional knowledge in one or more of the social or behavioral sciences or regular application of the theories, principles, and practices of these disciplines.

GS-150 Geography Series* GS-150

This series includes positions the duties of which involve professional work in the field of geography, including the compilation, synthesis, analysis, interpretation and presentation of information regarding the location, distribution, and interrelationships of and processes of change affecting such natural and human phenomena as the physical features of the earth, climate, plant and animal life, and man's settlements and institutions.

GS-160 Equal Opportunity Series GS-160**

This series covers positions concerned with promoting, advising on, administering, evaluating, supervising, or performing equal opportunity/civil rights work. Equal opportunity/civil rights programs are designed to promote equal opportunity for minorities and women in such areas as employment, housing, education, business development, medical services and social services. The work includes performing such duties as program development; investigation and evaluation of complaints; evaluation of Federal laws and policies with respect to equal protection of the laws; review of appeals; conciliation of complaints; or planning, directing, or reviewing the work of persons performing

*Standards published.
**Fly sheets published which include series coverage information.

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such duties. The work requires an understanding of the causes and effects of discriminatory practices against minorities and women, and the skill and ability to relate to a wide range of audiences. In addition, the work requires a basic knowledge of the general practices of the field of specialization (e.g., school administration, personnel management, real estate practices, housing, health and social sciences, and other areas which receive Federal assistance or involve the use of Federal funds).

GS-170 History Series* GS-170

This series includes positions the duties of which are to advise on, administer, supervise or perform research or other work in the field of history when such work requires a professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis or presentation of historical facts.

GS-180 Psychology Series* GS-180

This series includes positions involving professional work relating to the behavior, capacities, traits, interests and activities of human and animal organisms. This work may involve any one or a combination of the following functions: (1) experimenting with or systematically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience or physiology, or to develop practical applications of findings, (2) applying professional knowledges of psychological principles, theories, methods or data to practical situations and problems, and (3) providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use.

GS-181 Psychology Aid and Technician Series GS-181

This series includes classes of positions which involve the performance of nonprofessional technical work in connection with a program of research or direct services in psychology. Positions in this series involve a practical understanding of some of the principles, methods and techniques of psychology, but do not require formal education in psychology.

While positions in the lower grades of the Psychology Series, GS-180, may involve performance of tasks similar to work performed by incumbents in this series, work classifiable to the GS-180 series is distinguished by the fact that it is performed as part of a program of training and development, leading to acquisition of broader knowledges, skills and insights into the overall principles and theory of psychology, whereas work in the Psychology Aid and Technician Series is performed for its immediate productive value, is typically very limited in breadth, and does not provide substantial development of broader psychological skills, knowledges, and insights.

*Standards published.

GS-184 Sociology Series GS-184

This series includes positions which involve professional work requiring a knowledge of sociology and sociological methods when such work relates to: the culture, structure or functioning of groups, organizations, or social systems; the demographic characteristics, and ecological patterning of communities and societies; or collective human behavior in social situations.

GS-185 Social Work Series* GS-185

This series includes positions which require application of a professional knowledge of the principles and practices of social work in the performance of such assignments as providing direct services to individuals and families, including work with individuals in groups. Also included are positions concerned with teaching social work, doing research on social work problems, training of social work students, and providing consultation and advice to members of related professions and community organizations on social work questions.

GS-186 Social Services Aid and Assistant Series* GS-186

This series covers nonprofessional positions in support of counseling, guidance, and related social services work in social, employment assistance, or similar programs. The persons served by the programs may be individuals or families in the community or individuals in an institution, dormitory, or other Government facility. Duties may range from work that involves group leadership and giving practical guidance on day-to-day activities to residents in a Government facility to work that involves giving unemployed adults information and assistance on community job training or employment opportunities. The work requires skill to communicate affectively and work constructively with members of the particular group involved. The work also requires a practical knowledge of program requirements and procedures, and a practical understanding of some of the more routine methods and techniques of counseling.

GS-187 Social Services Series* GS-187

This series includes positions which require application of specialized program knowledge and service skills in providing assistance to individuals and families served by social welfare programs. This work involves such functions as obtaining selected background information through interviews and home visits, establishing eligibility to make use of agency resources, helping individuals identify needs that are related to services the agency can provide, explaining and encouraging the use of agency and community resources as means of dealing with identified problems, and making appropriate referrals to sources of additional help. These functions may be performed either (*a*) in conjunction with professional social work, or (*b*) in conformity with

*Standards published.
**Fly sheets published which include series coverage information.

agency procedural instructions and standards of service. Although these positions require a specialized knowledge of the social service program, they do not require a broad theoretical approach to social problems acquired through professional education in social work or in other recognized disciplines in the social sciences.

GS-188 Recreation Specialist Series* GS-188

This series includes positions where the paramount requirement is for a general knowledge of the goals, principles, methods and techniques of the broad field of recreation in evaluating recreation needs and in planning, organizing, advising on, and administering recreation activities and programs which promote the physical, creative, and social development of participants.

GS-189 Recreation Aid and Assistant Series GS-189**

This series includes positions requiring a practical knowledge of one or more recreational activities, such as military or urban community center activities, child care and youth center activities, senior citizens recreation activities, outdoor recreation activities, recreation craft centers and hobby shops, sports centers, music and theater centers, and general recreation activities for special populations such as students in Bureau of Indian Affairs boarding schools and inmates of Federal correctional institutions. This practical knowledge, combined with skill in the maintenance and use of recreation materials and equipment, is used in providing support and assistance to recreation specialists or recreation program managers by performing limited aspects of recreation work, and by working with participants in well-organized and carefully monitored recreation activities.

GS-190 General Anthropology Series GS-190

This series includes all classes of positions the duties of which are to advise on, supervise or perform research or other professional and scientific work in the anthropological sciences except archeology. This work may be specialized in one or several of the branches of the scientific field which includes ethnology, physical anthropology and scientific linguistics.

GS-193 Archeology Series GS-193

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the field of archeology, or the study of historic and prehistoric cultures, involving field studies, laboratory analysis, library research, the preparation of reports for publication, and the curating of study and exhibit collections.

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*Standards published.
**Fly sheets published which include series coverage information.

GS-199 Social Science Student Trainee Series GS-199

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in the social sciences at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

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GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP GS-200

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the various phases of personnel management and industrial relations.

Series of classes in this group are:

GS-201 Personnel Management Series* GS-201

This series includes positions which either (1) direct or assist in directing a personnel management program, or (2) advise on, supervise, perform or provide staff leadership and technical guidance for work which involves two or more specialized personnel functions, or (3) perform specialized personnel management work not covered by other series in this group.

GS-203 Personnel Clerical and Assistance Series* GS-203

This series includes personnel clerical and technical support positions involving supervision or performance of work which requires substantial knowledge of civilian personnel rules, regulations, procedures, and program requirements. These positions do not require the broad knowledge of Federal personnel systems or the depth of knowledge about personnel management concepts, principles, and techniques which are characteristic of the recognized personnel management specialties.

GS-204 Military Personnel Clerical and Technician Series* GS-204

This series includes positions which require a knowledge of the nature, requirements, and procedures of military personnel programs and military personnel operations, in performing or supervising clerical and technical support work. The work is centered on the military organization, the military personnel record, paper action, and the related application of a variety of basic military personnel legislation, policy, directive issuances, and procedural requirements.

*Standards published.

GS-205 Military Personnel Management Series GS-205**

This series covers positions which either (1) direct or assist in directing a military personnel management program, or (2) advise on, supervise, perform or provide staff leadership and technical guidance for specialized military personnel management or military personnel research work. This work requires a thorough knowledge of the basic concepts, principles and theories of personnel management and the ability to adapt these to meet the unique organizational, staffing, management and mission requirements of military departments or organizations.

GS-212 Personnel Staffing Series GS-212**

This series includes positions which involve the performance of technical work in recruitment, examination, selection, or placement and utilization of employees to staff Government organizations. Positions are included in this series when they involve, as a primary responsibility, work which requires technical knowledge and skill in, and use of judgment in the application of the principles, practices, and techniques of personnel recruitment, examination, selection, and/or placement.

**Fly sheets published which include series coverage information.

GS-221 Position Classification Series* GS-221

This series includes all classes of positions the duties of which are to advise on, direct, supervise, or perform work to (1) classify positions according to their common characteristics of kind of work, level of difficulty, degree of responsibility, qualification requirements, and other factors established under Federal position classification plans; or (2) establish and maintain position classification plans, including formulation of policies and procedures, development of occupational structures and preparation of classification standards, technical evaluation guides, and other reference material concerning classification work processes and program operations; or (3) any combination of both. The paramount qualification requirements of positions included in this series are knowledges and skill in position analysis and evaluation to determine appropriate pay system, occupational grouping, title, and grade (or difficulty level) of positions as well as knowledges of occupational characteristics; and an understanding of the relationship of position classification to management problems and to other specialized fields of personnel management.

GS-222 Occupational Analysis Series GS-222

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in ascertaining facts concerning, analyzing, codifying, and describing the duties and responsibilities of positions in or outside of the Federal service and qualifications required for their full performance.

GS-223 Salary and Wage Administration Series GS-223

This series includes all classes of positions the duties of which are to administer, supervise, or perform work directly involved in (*a*) determining salary or wage rates used in or outside of the Government service or (*b*) salary or wage administration.

GS-230 Employee Relations Series* GS-230

This series covers positions that involve the administration, supervision, evaluation, or performance of technical work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Positions in this series are concerned with providing guidance, consultation, and assistance to management and employees on employee relations matters and advising on grievances and appeals, adverse actions, employee discipline, and related matters. This work requires a knowledge of the theories, principles, practices, and techniques of employee relations; and a knowledge of the objectives, principles, and procedures of personnel management in the Federal service.

*Standards published.

GS-233 Labor Relations Series* GS-233

This series covers positions that involve the administration, supervision, evaluation, or performance of technical work concerned with labor relations in the Federal service. This includes establishing and maintaining effective relationships with labor organizations that represent Federal employees, negotiating and administering labor agreements and otherwise conferring with labor organizations on behalf of management, and providing guidance, consultation, and staff assistance to management on a variety of labor relations matters. Included in this series are positions involved in the Government-wide administration of the Federal labor relations program, such as those involved in policy development, agency guidance, and investigation and resolution of certain complaints and appeals as required under the Executive Orders governing Federal labor relations. Some positions covered by this series also involve advising management on grievances and appeals, adverse actions, employee discipline, and related matters when these are dealt with as an integral part of the labor relations program. Positions covered by this series require as their paramount qualifications a knowledge of the Executive Orders, regulations, principles, practices, and techniques of labor relations; and a knowledge of the objectives, principles, policies, and procedures of personnel management in the Federal service.

GS-235 Employee Development Series* GS-235

This series covers positions that involve planning, administering, supervising, or evaluating a program designed to train and develop employees. This series also covers positions that involve providing guidance, consultation, and staff assistance to management concerning employee training and development matters. Positions covered by this series require as their paramount qualifications an understanding of the relationship of employee development and training to management problems and to personnel management objectives, methods, and procedures; analytical ability; and a knowledge of the principles, practices, and techniques of education or training.

*Standards published.

GS-241 Mediation Series* GS-241

This series includes all positions which involve providing mediation assistance to labor and management in the settlement or prevention of industrial labor disputes connected with the formulation, revision, termination, or renewal of collective-bargaining agreements. The paramount qualification requirement of all positions in this series is ability and skill in applying the techniques of mediation in dealing with the parties to a dispute. The application of these techniques in the settlement of industrial labor disputes requires knowledge of the field of labor-management relations, particularly of collective-bargaining principles, practices, and processes; understanding of economic, industrial, and labor trends, and of current developments and problems in the field of labor relations; and knowledge of applicable labor laws and precedent decisions.

(This series applies only to mediator positions in the Federal Mediation and Conciliation Service and in the National Mediation Board.)

GS-243 Apprenticeship and Training Series* GS-243

This series includes positions which involve the administration, supervision, or performance of work primarily concerned with (*a*) the promotion of apprenticeship and other on-the-job training programs and standards to meet the needs for skilled manpower in industry, and (*b*) providing technical advice and assistance on methods for improving and obtaining more effective utilization of worker skills on the job. This work includes obtaining the cooperative support of, providing consultant services to, and coordinating with management and labor, educational, community and other groups, and governmental agencies at local, State and Federal levels. Positions in this series basically require knowledge of the principles and practices of apprenticeship, ability to analyze industrial processes and operations in order to identify the manpower and training problems involved and to advise on solutions, and knowledge of related industrial relations practices and problems.

Also classifiable to this series are positions requiring application of the same basic knowledges and abilities in supervising or performing work primarily involving the review of apprenticeship standards and training agreements for conformance with basic national standards.

GS-244 Labor Management Relations Examining Series* GS-244

This series includes positions which involve the administration, supervision or performance of work in the investigation, evaluation and resolution of cases involving charges of unfair labor practices or collective-bargaining representation issues or disputes which arise under the National Labor Relations Act. Work in this series requires a knowledge of the field of labor-management relations, of collective-bargaining processes, of applicable labor laws and precedent decisions,

*Standards published.

and of the regulations, policies and practices of the National Labor Relations Board. It also requires the ability to apply investigative techniques, and to negotiate constructively and persuasively.

This series excludes positions the duties of which primarily involve the mediation of labor-management disputes arising out of the formulation or revision of collective-bargaining agreements; such positions are classifiable in the Mediation Series, GS-241.

GS-246 Contractor Industrial Relations Series GS-246

This series includes positions which involve industrial relations matters affecting agency procurement of services and materials from private contractors. The work primarily involves such functions as: Advising agency officials on contractor industrial relations matters, including the labor capability of proposed contractors in terms of available manpower supply and skills; representing the agency on industrial relations matters to contractors, to labor organizations, and to other agencies concerned; administration of agency programs for assuring contractor compliance with the labor provisions of applicable laws, standards, and terms under a contract; promoting harmonious labor relations to protect agency interests (this includes aiding in the prevention of friction between labor and the contractor, or expediting the resolution of differences between them); and obtaining labor and management cooperation in the removal of critical materials from strike-bound facilities. The duties require knowledge of governing labor laws, regulations and standards, and of pertinent industrial relations practices and labor relations.

GS-249 Wage and Hour Compliance Series* GS-249**

This series covers positions that involve obtaining compliance of industrial, commercial, agricultural, and other business establishments, and public institutions with Federal labor laws, regulations, and orders regarding wages, hours, overtime pay, child labor, age discrimination in employment, sex discrimination in pay, and other related matters. The work requires (a) thorough knowledge of the provisions of the laws enforced; (b) ability to apply varied compliance techniques, including education and persuasion, conciliation, investigation, negotiation, and litigation; and (c) understanding of business organization and records systems, and of business and trade practices relating to hours of work, pay practices, and related conditions of employment.

***Single-agency standards published.

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP GS-300

This group includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature.

Series of classes in this group are:

GS-301 Miscellaneous Administration and Program Series** GS-301

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

GS-302 Messenger Series* GS-302

This series includes all classes of positions the primary duties of which are to supervise or perform general messenger work, such as receiving, delivering, and collecting incoming and outgoing mail or other documents or items, including correspondence, memoranda, publications, records, files, packages, and other similar material. Positions in this series may also involve the performance of light manual or mechanical work, or general office tasks of a simple and routine nature, or the operation of a motor vehicle.

GS-303 Miscellaneous Clerk and Assistant Series** GS-303

This series includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

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*Standards published.
**Fly sheet published which includes series coverage and applicable standards information.

GS-304 Information Receptionist Series* GS-304

This series includes all classes of positions the duties of which are to supervise or perform work involved in receiving and directing persons who call or visit Government agencies, installations, or offices, and giving them information in person or by telephone concerning the organization, functions, activities, and personnel of such agencies, installations or offices.

GS-305 Mail and File Series* GS-305

This series covers positions involving the administration, supervision, or performance of clerical work related to the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes, the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures, knowledge of prescribed systems for governing the flow and control of communications, and/or the filing or storage and retrieval of records, and knowledges of the organization and functions of the operating unit or units serviced.

*Standards published.

GS–309 Correspondence Clerk Series* GS–309

This series includes all classes of positions the duties of which are to supervise or perform work involved in the composition or review of correspondence prepared for the purpose of obtaining or supplying factual information when the work primarily requires skill in the composition of letters and memoranda.

GS–312 Clerk-Stenographer and Reporter Series* GS–312

This series covers all positions the duties of which are to perform stenography or shorthand reporting work, either solely or in combination with clerical work except when the clerical work requires such specialized experience or training that it constitutes the paramount qualification requirement for the position; or to supervise work characteristic of this series when stenographic or shorthand reporting ability is an essential requirement of the supervisory position.

GS–313 Work Unit Supervising Series* GS–313

This series includes all classes of positions the duties of which are to supervise one or more work units when the work of the unit(s) is properly classified in one-grade interval series. Positions classified in this series have as their paramount qualification requirement supervisory knowledges and abilities and do not require prior experience, knowledge, or skill in a specialized subject matter or functional area.

*Standards published.

GS-318 Secretary Series* GS-318

This series includes all positions the duties of which are to assist one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require a knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

GS-319 Closed Microphone Reporting Series* GS-319

This series includes all classes of positions the principal duties of which are to supervise or perform the work involved in the recording and transcription of material spoken at conferences, hearings, or similar proceedings when the recording duties require the ability to operate closed microphone or similar mechanical equipment to reproduce the spoken material on a disk, cylinder, or similar device.

*Standards published.

GS-322 Clerk-Typist Series GS-322**

This series includes all positions the duties of which are to perform typing work from written material or voice recordings, either solely or in combination with clerical work except when the clerical work requires such specialized experience or training that it constitutes the paramount qualification requirement for the position; or to supervise work characteristic of this series when typing ability is an essential requirement of the supervisory position.

GS-332 Computer Operation Series* GS-332

This series includes positions engaged in operating or supervising the operation of the control console of a digital computer system. Also included are positions which involve the operation of peripheral equipment when (*a*) such equipment is used directly in the support of computer operations; and (*b*) the operator is required to apply knowledges of devices that are used exclusively in the computer field. Positions in this series require a knowledge of the functions of the various computer features and the ability to read, interpret, and correctly respond to information in the form in which it is transmitted through the computer system.

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*Standards published.
**Fly sheets published which include series coverage information.

GS-334 Computer Specialist Series* GS-334

This series includes positions involving responsibility for managing, supervising, or performing the work necessary to design, implement, maintain, or modify systems for solving problems or accomplishing work processes by the use of digital computers. Positions are included in this series when the primary need is knowledge of computer requirements and techniques. The positions are concerned with functions such as: (1) identification of the nature and scope of subject-matter processes and problems to be automated, and organization of such work processes into data systems for subsequent processing by computers; (2) selection or designation of specific kinds of computers and related peripheral devices to be used; (3) organization of plans and programs specifying the nature and sequence of actions to be accomplished by the computer itself; and (4) performance of specialized activities associated with development and design of data processing systems.

GS-335 Computer Clerk and Assistant Series* GS-335

This series covers positions involving performance or supervision of data processing support and services function for users of digital computer systems including such work as: (1) receiving, maintaining and issuing data storage media for computer operations; (2) collecting and sequentially staging input media with associated program instructions for processing; (3) scheduling the use of computer time for program processing; (4) collecting; maintaining and distributing program and systems documentation; and (5) collecting raw information, preparing flow charts, and coding in program languages; or, (6) other support functions. This work requires knowledge of external data processing sequences, controls, procedures, or user and programing languages, rather than in-depth knowledge of computer requirements or techniques associated with development and design of data processing systems.

GS-340 Program Management Series GS-340

This series includes all classes of positions the duties of which are to manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and

*Standards published.
**Fly sheets published which include series coverage information.

when the positions do not require competence in a specialized subject-matter or functional area. (Positions in which specialized subject-matter or functional competence is a necessary qualification requirement are classifiable in whichever specialized or general series is most appropriate.)

GS-341 Administrative Officer Series GS-341**

This series includes positions in which the employees are responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of an organization.

GS-342 Support Services Administration Series* GS-342

This series includes all positions the primary duties of which involve supervising, directing, or planning and coordinating a variety of services functions that are principally work-supporting, i.e., those functions without which the operations of an organization or services to the public would be impaired, curtailed, or stopped. Such service functions include (but are not limited to) communications, procurement of administrative supplies and equipment, printing, reproduction, property management, space management, records management, mail service, facilities and equipment maintenance, and transportation.

GS-343 Management Analysis Series* GS-343

This series includes positions involved in developing, analyzing, evaluating, advising on, or improving the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management. The work requires primarily a high order of analytical ability combined with a comprehensive knowledge of: (a) The functions, processes and principles of management; and (b) methods used to gather, analyze, and evaluate information concerning the management process.

GS-344 Management Clerical and Assistance Series* GS-344

This occupation includes positions that involve performance of clerical and technical work in support of such management analysis functions as time and motion studies; development of organizational and workflow charts; examination of work processes and data; im-

*Standards published.
**Fly sheets published which include series coverage information.

provement of records, paperwork, documentation, information management; and similar functions. The paramount qualification requirement is a practical knowledge of the purpose, operation, methodology, and techniques characteristic of specific management analysis functions rather than a thorough knowledge of the functions, processes, and principles of management.

GS-345 Program Analysis Series GS-345**

This series includes all classes of positions the duties of which are to administer, supervise, or perform analytical and evaluative work related to the development and/or execution phases of operating programs when such work requires (1) extensive knowledge and understanding of the substantive nature of operating programs and of the interrelationships among such programs, (2) analytical ability, and (3) understanding of pertinent basic statistical, accounting, budget, and economic principles and techniques. Positions in this series do not have as a paramount requirement specialized or subject-matter knowledges or abilities specifically classifiable in any other series.

GS-346 Logistics Management Series GS-346**

This series includes positions concerned with planning, coordinating, or evaluating the logistical actions required to support a specified mission. The work involves: (1) Identifying the specific requirements for money, manpower, material, facilities, and services needed to support the mission; and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics work requires: (1) Knowledge of agency program planning, funding, and management information systems; (2) broad knowledge of the organization and functions of activities involved in providing logistical support; and (3) ability to coordinate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time. Positions in this series do not require specialized subject-matter or functional competence. (Positions that require such competence are classifiable in whichever specialized or general series is most appropriate.)

GS-350 Equipment Operator Series* GS-350

This series covers all positions which involve supervising, leading or operating microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment requiring a knowledge of the operating characteristics of the equipment and controls, the skill and knowledge to set up and adjust the equipment and controls to produce acceptable products or services on a timely basis, and the skill to perform normal operator maintenance.

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*Standards published.
**Fly sheets published which include series coverage information.

GS-351 **Printing Clerical Series*** GS-351

This series includes positions which involve clerical duties requiring knowledge of clerical procedures and operations peculiar to the control, procurement, or providing of printing services. For instance, incumbents of positions in this series process requisitions for procurement of printing, identify from agency guides established specifications, estimate costs for standard recurring publications, maintain control records for production or cost purposes, etc. A technical knowledge of printing as defined in the Printing Management Series, GS-1654, is not required for performance of work in this series.

GS-356 **Data Transcriber Series*** GS-356

This series covers positions that involve operating or supervising the operation of keyboard controlled machines (such as card punch machines, paper tape recording machines, magnetic tape, or disc encoders, optical character equipment, and computer controlled data entry, update and remote inquiry devices) to transcribe or verify data in a form that can be used in automated data processing systems. The work requires (1) skill in operating typewriter or a modified typewriter style alphabetic and numeric keyboard with acceptable speed and accuracy, and (2) ability to understand and apply machine operating and data transcribing procedures. *Data transcribing work that is combined with clerical work is covered in this series unless the clerical work requires specialized experience or training that constitutes the paramount qualification requirement of the position.*

GS-357 **Coding Series*** GS-357

This series includes positions engaged in supervising, verifying, or performing work involved in coding information from schedules, questionnaires, reports, documents, and other written source material, according to codes involving numerical and alphabetical symbols, and performing other incidental clerical tasks. This series includes those positions that require some knowledge of the information being coded in addition to procedural knowledge, as well as those positions that require only procedural coding knowledge.

*Standards published.

GS-359 Electric Accounting Machine Operation Series* GS-359

This series includes all classes of positions the principal duties of which are to supervise, or perform machine operation work and related clerical work involved in processing data by means of electric accounting machines (formerly known as mechanical tabulating equipment and sometimes currently called unit record machines). (See also the Data Transcriber Series, GS-356 and the Electric Accounting Machine Project Planning Series, GS-362 for other types of positions which involve the same or related equipment.)

GS-360 Equal Opportunity Compliance Series* GS-360

This series includes positions performing, supervising, or managing analytical, evaluative, and interpretive equal opportunity and civil rights compliance work. Positions in this series are concerned with the application of civil rights and equal opportunity laws, regulations, and precedent decisions to eliminate illegal discrimination and to remove barriers to equal opportunity. This work involves analyzing and solving equal opportunity and civil rights problems through factfinding, problem analysis, negotiation, and voluntary compliance programs. The work requires judgment in applying equal opportunity principles to solve problems or recommend action. Many positions in this series require specialized knowledge and skill in investigating and resolving allegations of discrimination. This series also includes equal opportunity or civil rights positions of an analytical, evaluative, and interpretative nature which are not properly classified in another series.

GS-361 Equal Opportunity Assistance Series* GS-361

This series includes positions supervising or performing technical and substantive clerical work in support of equal opportunity and civil rights programs or activities. The paramount qualification requirement is a practical knowledge of the methods, procedures, regulations, and purposes of the equal opportunity or civil rights function the positions support. These positions do not require the broad knowledge of equal opportunity and civil rights principles, or the depth of skill in analysis, interpretation, and decision-making characteristic of the Equal Opportunity Compliance Series, Equal Employment Opportunity Series, and Civil Rights Analysis Series.

GS-362 Electric Accounting Machine Project Planning Series* GS-362

This series includes all classes of positions the duties of which are to plan or supervise the planning of the work process and sequence of steps involved in recording and processing data by means of electric accounting machines (formerly known as mechanical tabulating equipment and sometimes currently called unit record machines). Also included in this series are certain positions which involve *both planning or supervision of planning work and also responsibility for supervising, administering, or directing an electric accounting machine program or organization.* (See also the Data Transcriber Series, GS-356 and the Electric Accounting Machine Operation Series, GS-359 for the other types of positions which involve the same or related equipment.)

*Standards published.

GS-382 **Telephone Operating Series*** GS-382

This series includes all positions the duties of which are to supervise or perform work requiring the operation of multiple or non-multiple cord-type or console-type telephone switchboard equipment.

GS-385 **Teletypist Series*** GS-385

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of teletypewriters in transmitting and receiving messages.

GS-388 **Cryptographic Equipment Operation Series*** GS-388

This series includes all classes of positions the duties of which are to supervise or perform the work involved in the encryption and decryption of security-classified communications when such work requires skill in the operation of keyboard cryptographic equipment, the use of prescribed cryptosystems, the application of cryptographic knowledges and abilities, and usually also, appropriate communication knowledges and skills.

GS-389 **Radio Operating Series*** GS-389

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of radio equipment in transmitting and receiving messages in text, cipher or code.

GS-390 **Communications Relay Operation Series*** GS-390

This series includes positions involved in performing or supervising the relay of communications traffic, using either automatic or semiautomatic communications relay equipment. In addition to equipment operating skills, the work requires a knowledge of the message handling procedures required to protect traffic; and of the routing guides, message formats, and operating procedures applicable to one or more communications networks.

GS-391 **Communications Management Series**** GS-391

This occupation includes positions that involve *either* (1) line supervision over communications operations, including responsibility for such management functions as planning the nature and extent of services to be provided; evaluating changes to improve operations or to meet new requirements; determining organization, staffing, train-

*Standards published.
**Fly sheets published which include series coverage information.

ing, budgetary requirements, etc.; *or* (2) staff work in the planning, implementation, or operational management of communications programs when the responsibilities include the evaluation, coordination, and integration of the technical communications aspects with related administrative and management factors, such as overall communications policies and objectives; funding and manpower requirements; scheduling, provisioning, training, and other supporting services required. The work of this occupation requires both administrative and managerial skills and abilities *and* a broad technical knowledge of communications systems and operations.

GS-392 General Communications Series GS-392

This series includes all positions the duties of which are to supervise or perform communications work consisting of the transmission and receipt of messages when this requires skill and proficiency in the operation of two or more types of communications equipment each of which is separately classifiable in another series; or types of communications equipment not included in a specific series such as data transceivers; or positions which primarily involve the performance of miscellaneous related duties not requiring operator skills properly within the communications field when not otherwise provided for in other series, such as controlling and monitoring communications channels, emergency scheduling of circuits, "patching" communications equipment, etc.

GS-393 Communications Specialist Series* GS-393

This occupation includes positions that involve technical and analytical work pertaining to the planning, development, integration, utilization, or modification of communications systems, facilities, and procedures. The work requires (1) a technical knowledge of the operational and performance characteristics of communications equipment and transmission media, and of the relationships of component parts of communications systems; (2) an understanding of communications concepts, principles, practices, procedures and operational requirements; and (3) the ability to apply specialized communications methods and analytical techniques.

*Standards published.

GS-394-0 **Communications Clerical Series** GS-394-0

This series includes all classes of positions the duties of which are to supervise or perform communications clerical work required in support of communications operations or in the maintenance of communications records when the work requires knowledge of and ability to apply communications instructions, rules, regulations, and procedures, but does *not* require knowledge of the concepts, methodology, and techniques of communications or of technical communications principles. Included in this series is such clerical work as: keeping memorandum records of communication operations and services, clerical processing and maintaining records of frequency allocations, clerical processing and maintaining records of call sign allocations, maintaining records of communication publications, providing information to the public on communication rates and tariffs, maintaining records of circuit usage and equipment, and the compilation of summaries and reports and other clerical work incident to the support of communication operations or the maintenance of communication records.

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This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work or subordinate technical work in any of the fields of science concerned with living organisms, their distribution, characteristics, life processes, and adaptations and relations to the environment; the soil, its properties and distribution, and the living organisms growing in or on the soil; and the management, conservation, or utilization thereof for particular purposes or uses.

Series of classes in this group are:

GS-401 General Biological Science Series GS-401

This series includes positions which involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve (1) a combination of several professional fields with none predominant, or (2) a specialized professional field not readily identified with other existing series.

GS-403 Microbiology Series* GS-403

This series includes all classes of positions the duties of which involve the performance of scientific and professional work in the field of microbiology. Microbiology deals with the study of the characteristics and life process of microorganisms, the interrelationships among microorganisms, their relationships to other living forms, and their reactions to the environment in which they are found. This includes (a) work with the protozoa, bacteria, algae, fungi, viruses, rickettsiae, microscopic parasites and similar microscopic and submicroscopic forms; (b) work in such fields as immunology, medical parasitology, physiology, serology, genetics, taxonomy, and cytology as they relate to microorganisms; (c) studies of the form, structure, reproductive processes, genetics, taxonomy, and cytology as they relate to microorganisms and the products of their chemical activities; (d) studies of the distribution of microorganisms in natural and man-made environments (including agricultural and non-agricultural products and food processing establishments), their reaction to physical and chemical factors in the environment, their role as pathogenic

*Standards published.

and immunizing agents, and their isolation, cultivation, identification, and systematic classification; and (e) work which involves the development of scientific microbiological methods, procedures, and techniques, and the production and use of microorganisms in agricultural, industrial, medical, sanitary, and other practical applications.

GS-404 Biological Technician Series* GS-404

This series includes positions which require nonprofessional technical knowledge of one or more of the biological or agricultural sciences, where the work is not more appropriately included in other nonprofessional series in the Biological Sciences Group, GS-400.

*Standards published.

GS-405 **Pharmacology Series**** GS-405

This series includes professional and scientific positions in the field of pharmacology. Such work requires the application of a knowledge of the source, chemical and physical properties, action, absorption, distribution, metabolism, excretion, and use of drugs, toxic substances, and related chemicals, but does not require full professional training in medicine or veterinary medicine.

GS-406 **Agricultural Extension Series** GS-406

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in connection with extension and instruction projects in some phase of agriculture or home economics.

GS-408 **Ecology Series**** GS-408

This series includes positions that involve primarily advisory, research, analytical, or other professional work in the science of ecology. Ecology utilizes a systems approach to study the interrelationships of organisms with each other, with their physical and chemical environment, and with society. Such relationships are considered primarily at the levels of individuals, populations, communities, and ecosystems. Ecologists analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships. They use quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to ecological problems.

GS-410 **Zoology Series**** GS-410

This series includes positions which involve work in the field of zoology, including classification, structure, ecology, parasitological phenomena, evolution and the life history of animals. This work requires professional education and training in the animal and related natural sciences, and knowledge of the principles, methods, techniques, and procedures applied in the investigation, and solution of zoological problems.

**Fly sheets published which include series coverage information.

GS-413 Physiology Series GS-413

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the field of human and animal physiology, including studies of the functions, environmental response, and biological activities and processes of the basic living organism and its component parts.

GS-414 Entomology Series* GS-414

This series includes positions the duties of which are to advise on, administer, supervise, or perform professional and scientific work in the field of entomology which requires a fundamental knowledge of the principles of the biological and physical sciences which underlie the field, and a specific knowledge of the application of these principles to the solution of entomological problems.

*Standards published.

GS-421 Plant Protection Technician Series* GS-421**

This series includes all classes of positions the duties of which are to advise on, administer, supervise or perform technical work in the establishment and enforcement of plant quarantines governing the movement of insects, plant diseases, nematodes, and other plant pests of economic importance, or in the survey, detection, field identification, control or eradication of plant pests. The duties require the application of a practical technical knowledge of plant pests, quarantine procedures, control and eradication methods, and survey techniques.

GS-430 Botany Series GS-430**

This series includes positions which involve research or other professional scientific work in the field of botany, including plant taxonomy, morphology, ecology, and ethnobotany. This work requires full professional education and training in the plant sciences and a fundamental knowledge of the principles, methods, techniques, procedures, and relationships of the science of botany and of the application of this knowledge in the investigation, analysis and solution of botanical problems.

**Flysheets published.
***Single-agency standards published.

GS-434 Plant Pathology Series GS-434

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the investigation of the cause, nature, prevalence, and severity of parasitic, nonparasitic, and virus diseases attacking plants; experimentation in and the establishment of methods for the prevention and control of such diseases; or the relation of such diseases to practices involved in the propagation, planting, cultivation, transportation, and storage of plants and plant products; or any combination thereof.

GS-435 Plant Physiology Series* GS-435

This series includes positions which involve research or other professional and scientific work pertaining to one or more of such vital functions as plant growth, nutrition, respiration, and reproduction that are essential to the life of the plant or its use. This includes work on the internal processes such as assimilation, photosynthesis, translocation, or transpiration that are involved in vital functions; or on the influence which one or more environmental factors, such as humidity, water, light, mineral nutrients, and temperature have on these functions and processes.

GS-436 Plant Protection and Quarantine Series* GS-436**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, and perform professional and scientific work in the establishment and enforcement of agricultural quarantines governing movement of plant pests of economic significance into or within the United States, and in the survey, detection, regulation, and control or eradication of plant pests. These duties require the application of professional training and knowledge in one or more of the biological and agricultural sciences such as plant pathology, entomology, nematology, horticulture and related sciences. Most positions also require practical knowledge of the transportation and shipping industries, farming, nursery and related operations, and inspection, quarantine and control techniques as applied to plants, plant products, animal byproducts and other items of agricultural quarantine interest.

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*Standards published.
***Single-agency standards published.

GS-437 **Horticulture Series** GS-437

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the behavior, breeding, or culture (or any combination thereof) of fruits, vegetables, flowers, or ornamental trees and shrubs, and in allied problems of their production, storage, and handling.

GS-440 **Genetics Series*** GS-440

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional research in the principles and mechanisms of transmission of characters by inheritance, including in some instances the application of these principles in planning breeding programs.

*Standards published.

GS-454 Range Conservation Series* GS-454

This series includes positions which require primarily the application of professional knowledge and competence in range conservation or range management. The work involves inventorying, analyzing, improving, protecting, utilizing, and managing the natural resources of rangelands and related grazing lands; regulating grazing on public rangelands; developing cooperative relationships with range users and other groups; assisting private and Indian landowners to plan and apply range conservation programs on the rangelands under their control; developing technical standards and specifications for range conservation and management; conducting research to discover facts and principles underlying the management of rangelands; and developing new or improved practices, techniques, equipment, or instruments for performing such work.

GS-455 Range Technician Series* GS-455

This series covers positions that involve technical work requiring primarily the application of a practical knowledge of the methods and techniques of range conservation. This work does not require the broad professional knowledge of scientific principles on which range conservation methods and techniques are based.

*Standards published.

GS–457 **Soil Conservation Series*** GS–457

This series includes positions that involve professional work in soil and water conservation to obtain sound land use, including water management, pollution abatement, and prevention of soil erosion. Such work requires application of knowledge of a variety of agricultural and natural resource management fields, including especially the properties and uses of soils and the techniques and practices used to improve and protect the soil.

GS–458 **Soil Conservation Technician Series*** GS–458

This series includes positions that require a practical knowledge of the methods and techniques of soil and water conservation and agricultural land use. The work involves primarily advising landowners on the installation and maintenance of soil and water conservation practices on agricultural land. Positions in this series do not require the broad understanding and professional knowledge of the scientific principles on which the methods and techniques of soil and water conservation are based. Excluded from this series are positions that are specifically covered by more specialized technical series.

GS–459 **Irrigation System Operation Series***** GS–459

This series includes positions that involve the management or operation of irrigation systems, where the work requires primarily knowledge of the methods and procedures used in distributing, controlling, and measuring irrigation water.

GS–460 **Forestry Series*** GS–460

This series includes positions which require primarily professional knowledge and competence in forestry science. The work includes development, production, conservation, and utilization of the natural resources of forests and associated lands; the inventory, planning, evaluation, and management of each forest resource including timber, soil, land, water, wildlife and fish habitat, minerals, forage, and outdoor recreation including wilderness, in relationship with each other to meet both present and future public and local private needs and demands; the protection of resources against fire, insects, disease, floods, erosion and other depredations; the valuation, management and protection of forest lands and properties; the interpretation and communication of principles, facts and legislation upon which the management of forest land rests; and the development of new, improved, or more economic scientific methods, practices, or techniques necessary to perform such work.

*Standards published.
***Single-agency standards published.

GS–462 **Forestry Technician Series*** GS–462

This series covers positions that involve technical work requiring primarily the application of a practical knowledge of the methods and techniques of forestry. This work does not require the broad professional knowledge of scientific principles on which the methods and techniques of forest land and resource management are based.

GS–470 **Soil Science Series*** GS–470

This series includes positions which involve professional and scientific work in the investigation of soils, their management, and their adaptation for alternative uses. Such work requires knowledge of chemical, physical, mineralogical and biological properties and processes of the soils and their relationships to climatic, physiographic, and biologic influences.

GS–471 **Agronomy Series*** GS–471

This series includes all classes of positions the duties of which involve the performance of professional and scientific work in the field of agronomy, including the application of the fundamental principles of the plant, soil, and related sciences (and those affecting their adaptation for alternative uses. Such work requires knowledge management, and utilization of field crops, pasture and cover crops turf, and related types of vegetation; to soil and crop management; to the development and use of weed controls and plant regulators; and to related fields.

*Standards published.

GS-475 Agricultural Management Series* GS-475**

This series includes positions that involve performance of broad-range professional agricultural functions in managing agricultural operations or carrying out supervised credit and technical assistance programs for rural people and communities. The positions are concerned with a wide range of agricultural activities, encompassing crop and livestock production, preparation and marketing of products, and supporting financial, management and resource development activities. The work requires professional knowledge and application of the principles and techniques of the biological and physical sciences and technology pertaining to agriculture, and of related areas of business and economics.

GS-480 General Fish and Wildlife Administration Series GS-480

This series includes all classes of positions which involve professional and scientific work in administering, directing, or exercising administrative and technical control over programs, regulatory activities, projects, or operations which are concerned with the conservation and management of fishery resources, wildlife resources, or fish and wildlife resources.

GS-482 Fishery Biology Series* GS-482**

This series includes all classes of positions the duties of which involve the performance of professional and scientific biological work in the development, conservation, and management of fishery resources, or in the determination, establishment, and application of the biological facts, principles, methods, techniques, and procedures necessary for the development, conservation, and management of living aquatic resources, including fishes and other aquatic animals, such as crustaceans and molluscs.

***Single-agency standards published.

GS–485 Wildlife Refuge Management Series* GS–485**

This series includes all classes of positions the duties of which are to administer, supervise, coordinate, or perform professional and scientific work in the management of wildlife refuges.

GS–486 Wildlife Biology Series GS–486

This series includes all classes of positions which involve professional and scientific biological work in the conservation and management of wildlife, or in the determination, establishment, and application of the biological facts, principles, methods, techniques, and procedures necessary for the conservation and management of wildlife, where the work does not involve primarily the management of wildlife refuges.

GS–487 Animal Science Series* GS–487

This series includes positions that involve research or other professional and scientific work in the field of animal science including nutritional, biophysical, biochemical, and physiological relationships. This work requires full professional education and training in the biological and agricultural sciences and a fundamental knowledge of the principles, methods, techniques, and relationships in the field of animal science and the application of this knowledge in the investigation, analysis, and solution of animal science problems.

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*Standards published.
***Single-agency standards published.

GS-493 Home Economics Series* GS-493

This series includes all positions that require application of professional knowledge of home economics pertaining to foods and nutrition, selection and use of household equipment, textiles, clothing and other products used in family care, and household management practices.

GS-499 Biological Science Student Trainee Series GS-499

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in the biological sciences at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

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*Standards published.

GS-500 ACCOUNTING AND BUDGET GROUP** GS-500

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, technical, or related clerical work of an accounting, budget administration, related financial management, or similar nature.

Series of classes in this group are:

GS-501 Financial Administration and Program Series* GS-501

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work properly classified to the Accounting and Budget Group, GS-500, when no other series is appropriate.

GS-503 Financial Clerical and Assistance Series* GS-503

This series includes positions the duties of which are to perform or supervise clerical or assistant work in support of accounting, auditing, budgeting, or financial mangement functions when no other established series in the Accounting and Budget Group, GS-500, is appropriate. The work requires a knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

GS-505 Financial Management Series* GS-505

This series includes all classes of positions the duties of which are to manage or direct a program for the management of the financial resources of an organizational segment, field establishment, bureau, department, independent agency, or other organizational entity of the Federal Government when the duties and responsibilities include:

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(*a*) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management-financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; (*b*) exercising effective control over the financial resources of the organization; (*c*) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; (*d*) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (*e*) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; *and* (*f*) advising and assisting the management officials of the organization served by supplying financial management advice required to make management decisions, establish organizational goals and objectives, and in all respects to manage the organization.

GS-510 Accounting Series* GS-510

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional accounting work relating to the transactions of governmental, quasi-governmental, or private business organizations. The work ordinarily is concerned with the design, development, installation, operation, or inspection of accounting systems; the prescription of accounting requirements; the audit or similar examination of accounts and records of transactions; the examination, analysis, and interpretation of accounting data or reports; or providing accounting advice and assistance to management.

GS-511 Auditing Series* GS-511

This series includes all positions the duties of which are to advise on, supervise, or perform work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledges, standards, and principles.

GS-512 Internal Revenue Agent Series* GS-512**

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in determining, redetermining, or advising on liability for Federal or District of Columbia taxes when such work requires a knowledge of professional accounting and, in addition, a knowledge of pertinent tax laws, regulations, procedures, and related matters.

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*Standards published.
**Single-agency standards published.

GS-525 Accounting Technician Series* GS-525

This series includes account maintenance clerical and accounting technician support positions requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also included are positions which perform technical audit functions, develop or install revised accounting procedures, or perform similar quasi-professional accounting work. Positions in this series require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; and understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

GS-526 Tax Technician Series* GS-526**

This series includes positions that involve technical work concerning tax liability requiring discretion and independent judgment in the application of (a) knowledge of pertinent tax laws, regulations, and procedures; (b) analytical methods; (c) skill in personal contacts with taxpayers and their representatives; and (d) at the full working level, knowledge of elementary accounting. The work includes examination or audit of tax returns to reach decisions on correct tax liability, or technical assistance and advice to the public on tax liability issues.

*Standards published.
***Single-agency standards published.

GS-530 Cash Processing Series* GS-530

This series includes positions that involve clerical work in the receipt, disbursement, examination, deposit, custody, or other clerical processing of cash items, when this includes (1) direct handling of the cash items and (2) use of cash accountability control methods. The work requires application of a knowledge of (a) the negotiability, validity, and genuineness of cash items, (b) the acceptability requirements of supporting documents, and (c) cash processing procedures of Federal agencies and commercial institutions.

GS-540 Voucher Examining Series* GS-540

This series includes all classes of positions the duties of which are to administer, supervise, or perform work consisting of the examination, for accuracy, legality, compliance with regulations, and justification, of vouchers, invoices, claims, and other requests for payment for (1) goods and services provided to or by the Government; (2) satisfaction of breach of contract or default in fulfilling contractual obligations; (3) reimbursement of expenditures made by beneficiaries for such purposes as medical and domiciliary care and treatment, burial expenses, and education and training; (4) reimbursement of expenditures for travel and transportation; or (5) other transactions when such examination of the request for payment is not classifiable in another series.

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GS-544 Payroll Series* GS-544

This series includes all classes of positions the duties of which are to supervise or perform work involved in the computation and verification of pay, maintenance of payroll records, and the compilation of related reports, pertaining to civilian employees of the Federal Government and, usually, in addition, work involved in the installation, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government.

GS-545 Military Pay Series* GS-545

This series includes positions the duties of which are to administer, supervise, or perform work pertaining to the payment of armed forces personnel including (1) computing pay and allotments including the preparation, processing, and verification of payrolls, pay vouchers, pay records, and related reports and schedules or (2) examining, verifying, and processing items of backpay or examining and post-auditing pay vouchers, pay records, and related documents to determine the appropriateness of pay actions. Work in this series requires knowledge of military pay laws, regulations, and procedures.

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GS-560 Budget Analysis Series* GS-560

This series includes all positions the paramount duties of which are to perform, advise on, or supervise work in any of the phases or systems of budget administration in use in the Federal service, when such work also primarily requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

GS-561 Budget Clerical and Assistance Series* GS-561

This series includes all positions the principal duties of which are to perform clerical and technical work in support of budget analysis and administration when such work requires primarily knowledge of the procedures which facilitate budgeting as conducted in the Federal Service. Work of this series requires practical understanding and skill in the application of administrative rules, regulations, and procedures associated with recording, reporting, processing and keeping track of budgetary transactions, e.g., the credit, receipt, transfer, allotment, withdrawal, obligation or outlay of funds.

GS-570 Financial Institution Examining Series* GS-570

This series includes all classes of positions the duties of which are to direct, supervise, advise on, or perform examinations of financial institutions such as banks, savings or building and loan associations, cooperative banks, home financing institutions, cooperative savings and lending organizations, and similar institutions for such purposes as determining: financial condition; quality of assets; extent of liabilities; operating results, trends, and policies; extent of compliance with provisions of charters, by-laws, and regulatory laws and regulations; accuracy of financial records; and whether irregularities have occurred. Some positions also include furnishing advice and assistance concerning the organization, operation, and policies of such institutions. Work characteristic of this series requires some, but less than full, professional knowledge of accounting and auditing principles, procedures, and techniques; and knowledge of the laws and regulations controlling the organization and operation of such institutions and the operating methods, procedures, and practices of financial institutions.

GS-590 Time and Leave Series* GS-590

This series includes positions the duties of which are to supervise or perform work involved in the installation, maintenance, review, and disposition of time and leave records for civilian employees in the Federal Government and for officers and enlisted military personnel in the Armed Forces of the United States.

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*Standards published.

GS-592 Tax Examining Series* GS-592**

This series includes all positions the paramount duties of which are to perform or supervise work in the Internal Revenue Service involving the processing of original tax returns, establishing tax account records or changing such records based on later information affecting taxes and refunds; collecting some taxes and/or obtaining tax returns; computing or verifying tax, penalty and interest; and determining proper tax liability. This work requires knowledge of standardized processing and collection procedures to record tax information and knowledge of applicable portions of tax laws and tax rulings to accept, request proof of or reject a variety of taxpayer claims, credits and deductions.

GS-593 Insurance Accounts Series GS-593

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the processing and adjusting of individual insurance accounts. Included in this series is such work as: examining account records to determine that all previous actions have been made according to laws, regulations, and procedures; effecting non-standardized adjustments which can *not* be automatically processed by the equipment; and preparing and processing a variety of documents necessary for the maintenance of individual accounts, including the preparation of input documents for maintenance of the accounts by an automatic data processing system. Work characteristic of this series requires a thorough understanding of Federal life insurance laws, rules, and regulations, as well as established precedents.

GS-599 Accounting Student Trainee Series GS-599

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in accounting at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consi leration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

*** Single agency standards published.

GS-600 MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH GROUP GS-600

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work, subordinate technical work, or related clerical work in the several branches of medicine, surgery, and dentistry or in related patient-care services such as dietetics, nursing, occupational therapy, physical therapy, pharmacy, and others.

Series of classes in this group are:

GS-601 General Health Science Series GS-601

This series includes positions which involve research or other professional and scientific work which is specifically health-oriented in character, when the work is of such generalized or miscellaneous specialized nature that the positions are not more appropriately classifiable in any of the existing series in this or any other Group. The work requires a background of knowledges, skills and techniques gained from professional training in a health science or allied scientific field, but has no paramount, rigid or continuing requirement for the knowledges, skills and techniques characterizing any of the established series which reflect one or more of the academic disciplines or recognized professions. Such work may cut across and require understanding of scientific methods and techniques common to several recognized professional fields in the health, medical or allied sciences (e.g., work in the field of health research administration requiring knowledge of research methodology common to a number of different scientific fields); and/or the work may represent a new, emerging or miscellaneous professional occupational area of a health science not readily identifiable with established series. This series is not intended for use for interdisciplinary professional positions (and the paramount qualification needed to perform the work) which are readily identifiable with existing series.

GS-602 Medical Officer Series* GS-602

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional and scientific work in one or more fields of medicine. Positions are classifiable to this series when the nature of duties and responsibilities is such that

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the degree of Doctor of Medicine or Doctor of Osteopathy is a fundamental requirement. Most positions in this series require a current license to practice medicine and surgery in a State or territory of the United States or in the District of Columbia.

GS-603 Physician's Assistant Series GS-603

This series covers positions which involve assisting a physician by providing diagnostic and therapeutic medical care and services under the guidance of the physician. The work requires knowledge of specific observation and examination procedures, and ability to perform diagnostic and therapeutic tasks. The work does not include the full scope of interpretation of medical findings requiring the full professional background of the licensed physician. Physician's assistants assist in the examination and observation of patients by performing such duties as taking case histories, conducting physical examinations, and ordering laboratory studies during hospital rounds and clinic visits. As directed by a physician, physician's assistants carry out special procedures; for example, they give injections or other medication, apply or change dressings, perform lumbar punctures, or suture minor lacerations.

GS-610 Nurse Series* GS-610

This series includes positions that require a professional knowledge of nursing. Positions involve providing care to patients in hospitals, clinics, occupational health units, homes, schools and communities; administering anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; promoting better health practices; teaching; performing research in one or more phases of the field of nursing; or consulting and advising nurses who provide direct care to patients.

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GS-620 Practical Nurse Series* GS-620

This series covers positions which involve a variety of nursing care and practices which do not require full professional nurse education, but are represented by the licensing of practical and vocational nurses by a State, Territory, or the District of Columbia.

GS-621 Nursing Assistant Series* GS-621

This series covers positions which involve a variety of personal care, nursing care, or related procedures which do not require (a) the training represented by the licensure of practical and vocational nurses by a State, Territory, or the District of Columbia, or (b) fully professional nurse education.

GS-622 Medical Supply Aide and Technician Series* GS-622

This series contains positions the duties of which are to provide wards, clinics, operating rooms, and other hospital facilities with medical supplies, instruments, sets, and equipments. Duties require a knowledge of aseptic techniques and sterilization practices; and methods for the preparation, storage, and issue of sterile and nonsterile medical supplies and the maintenance of adequate stock levels.

GS-625 Autopsy Assistant Series* GS-625

This series includes all classes of positions the paramount duties and responsibilities of which are to provide technical assistance and related services to pathologists or physicians during autopsies and/or inquests. Characteristic of positions in this series is some knowledge of human anatomy and of embalming processes, and skill in dissecting procedures.

GS-630 Dietitian and Nutritionist Series* GS-630

This series includes positions that advise on, administer, supervise, or perform work in human nutrition requiring the application of professional knowledge of dietetics or nutrition directed toward the maintenance and improvement of human health.

Dietetics is an essential component of the health sciences, usually with emphasis on providing patient care services in hospitals or other treatment facilities. The work of the dietitian includes food service management, assessing nutritional needs of individuals or community groups, developing therapeutic diet plans, teaching the effects of nutrition on health, conducting research regarding the use of diet in the treatment of disease, or consulting on or administering a dietetic program.

Nutrition is the science of food and nutrients, their uses, processes, and balance in relation to health and disease. The work of nutritionists emphasizes the social, economic, cultural, and psychological implications of food usually associated with public health care services or with food assistance and research activities. The work includes directing, promoting, and evaluating nutritional components of programs and projects; developing standards, guides, educational and informa-

*Standards published.

tional material for use in Federally funded or operated nutrition programs; participating in research activities involving applied or basic research; or providing training and consultation in nutrition.

GS-631 Occupational Therapist Series* GS-631

This series includes positions which involve professional work requiring the application of a knowledge of the concepts, principles, and practices of occupational therapy to achieve the mental or physical rehabilitation of patients. Occupational therapists plan and carry out treatment utilizing remedial activities such as handicrafts to promote recovery or achieve rehabilitation of patients. Occupational therapists perform disability evaluations; test and evaluate manual dexterity, attention span, and work tolerance of patients; and devise adaptations of equipment to meet specific needs of patients.

GS-633 Physical Therapist Series* GS-633

This series includes positions which involve professional work requiring the application of a knowledge of the concepts, principles, and practices of physical therapy for the treatment or prevention of physical disability or disease. Physical therapists plan and carry out treatment utilizing therapeutic exercise, massage, and physical agents such as air, water, electricity, sound, and radiant energy. Therapists perform tests and measurements involving manual or electrical means; and interpret results. Therapists also devise adaptations of equipment to meet the specific needs of patients.

GS-635 Corrective Therapist Series* GS-635

This series includes positions which involve professional work requiring the application of a knowledge of the concepts, principles, and practices of physical education and rehabilitation therapy, using physical exercise to maintain the health or to achieve physical or mental rehabilitation of patients. Corrective therapists plan and carry out treatment in which they use or adapt various types of physical exercise, physical activities, and equipment. They evaluate patients for muscle strength, endurance, coordination, and balance; provide individual or group instruction for physical reconditioning or for resocialization of patients; and devise adaptations of equipment to meet the specific needs of patients.

GS-636 Rehabilitation Therapy Assistant Series* GS-636

This series includes positions which involve treating, instructing or working with patients in carrying out therapeutic activities prescribed for their physical or mental rehabilitation. Rehabilitation therapy assistants work in such fields of therapy as occupational, physical, corrective, manual arts, and educational. The work requires the ability to apply a practical knowledge of therapeutic methods and techniques but does not require a full professional knowledge of the concepts, principles, and practices of the specialized field of therapy.

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GS-637 Manual Arts Therapist Series* GS-637

This series includes positions which involve professional work requiring the application of a knowledge of the concepts, principles, and practices of industrial arts education and rehabilitation therapy to plan and carry out treatment for the physical or mental rehabilitation of patients. Manual arts therapists evaluate vocational potential of patients; devise projects and equipment to maintain or improve skills of patients and promote recovery; and evaluate patient's ability to work in an actual or simulated work environment. Some manual arts therapists participate in the rehabilitation of blind patients.

GS-638 Recreation/Creative Arts Therapist Series* GS-638

This series includes positions which involve professional work requiring application of either (1) a knowledge of the concepts, principles, and practices of recreation therapy, and the use of recreational modalities; or (2) a knowledge of the concepts, principles, and practices of a specialized creative arts therapy field (i.e., art, dance, music, and psychodrama) and the use of appropriate specialized activity modalities, to maintain the physical and/or mental health or to achieve the physical and/or mental rehabilitation of patients. These therapists evaluate the history, interests, aptitudes, and skills of patients by interviews, inventories, tests, and measurements, and use such findings, along with medical records and the therapy orders of physicians or nurses, to develop and implement therapy activities for individual patients. These several therapy approaches are directed toward achieving such therapeutic objectives as diminishing emotional stress of patients, providing a sense of achievement, channeling energies and interests into acceptable forms of behavior, aiding physical and mental rehabilitation, and promoting successful community re-entry.

GS-639 Educational Therapist Series* GS-639

This series includes positions which involve professional work requiring the application of knowledge of the concepts, principles, and practices of education and rehabilitation therapy. Educational therapists plan and carry out treatment which involves the use of educational situations, equipment, and methods to rehabilitate patients. They evaluate the learning ability or educational level of patients by use of educational tests and measurements. Some educational therapists participate in the rehabilitation of blind patients. The activities of educational therapists are directed to achieving therapeutic objectives such as diminishing emotional stress of a patient, providing a sense of achievement, and channeling energies into acceptable forms of behavior.

GS-642 Nuclear Medicine Technician Series GS-642

This series includes positions that involve using radionuclides (exclusive of sealed radiation sources) for diagnostic, therapeutic, and

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investigative purposes. Such positions require a technical knowledge of the principles and practices of nuclear medicine and the ability to perform tests and examinations using radionuclides, radiation detectors, scanning apparatus, and related equipment in medical laboratories and clinics.

GS-644 Medical Technologist Series* GS-644

This series includes positions which involve directing, supervising, or performing chemical, bacteriologic, hematologic, cytologic and other tests and examinations of samples of fluids, tissues, and other body substances of patients; making special studies to evaluate and standardize new improved methods, procedures, and equipment for use in the medical laboratory; or training student medical technologists and others in the performance of medical laboratory work. The reports of findings of tests and examinations may be used by physicians in diagnosis, care, and treatment of patients, or in support of medical research. The work requires full professional education and training in the field of medical technology and in those aspects of chemistry and the biological sciences that relate to medical technology.

GS-645 Medical Technician Series* GS-645

This series includes positions which involve nonprofessional technical work in clinical (medical) laboratories in performing tests and examinations in one or more areas of work such as chemistry, blood banking, hematology, or microbiology. The reports of findings of tests and examinations may be used by physicians in diagnosis, care and treatment of patients, or in support of medical research. The work requires a practical knowledge of the techniques of medical laboratory practice in one or more areas of clinical laboratory work (e.g., blood banking, chemistry, hematology, microbiology) and of the chemistry, biology, and anatomy involved.

GS-646 Pathology Technician Series* GS-646

This series includes positions which involve technical work subordinate to the work of pathologists or other physicians (or other professional personnel) who make the final diagnostic examinations of specimens of human tissues and/or cell preparations. Technician work in histopathology involves preparing thin sections of tissue specimens including fixing, clearing, infiltrating, embedding, sectioning, staining, and mounting. Technician work in cytology involves preparing, staining, and examining microscopically specimens of body fluids, secretions, and exudations from any part of the body to determine whether cellular structure is normal, atypical, or abnormal. Positions in this series require a practical knowledge of the techniques of anatomical laboratory practice in one or both of the areas of laboratory work (i.e., histopathology and cytology) and of the chemistry, biology, and anatomy involved.

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GS-647 Diagnostic Radiologic Technologist Series* GS-647

This series includes positions requiring the performance or supervision of technical work in the field of diagnostic radiologic examinations, performed under the direction of a physician. The work involves the operation of radiologic equipment in a hospital or clinic environment as part of the diagnostic plan for patients.

GS-648 Therapeutic Radiologic Technologist Series* GS-648

This series includes positions which involve supervision or performance of technical work which is subordinate to the work of radiotherapists or other professional or scientific personnel and which involves the operation of ionizing radiation equipment and sealed radiation sources as part of a therapeutic treatment plan for patients.

GS-649 Medical Machine Technician Series* GS-649

This series covers positions that involve nonprofessional technical work concerned with monitoring medical machines, equipment (except radiographic medical equipment), or instruments as part of the examination or treatment of human patients. The technical work performed is subordinate to the work of physicians or other professional or scientific employees. Positions covered by this series require as their paramount qualifications (1) a knowledge of the techniques of operating and day-to-day maintenance of one or more kinds of nonradiographic medical machines, equipment, or instruments; and (2) a practical knowledge of human anatomy and physiology, and for some positions, chemistry and/or mathematics.

GS-650 Medical Technical Assistant Series* GS-650**

This series includes all classes of positions the duties of which are to supervise and perform technical work which is subordinate to professional work in medicine and dentistry, in penal and correctional institutions

GS-660 Pharmacist Series* GS-660

This series includes all positions which involve professional and scientific work in the field of pharmacy. The work typically involves

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the compounding of prescriptions of physicians, dentists, and other licensed practitioners; the formulation, preparation, bulk compounding, selection, dispensing and preservation of drugs, medicines, and chemicals; research and investigation in developing special vehicles or variations of standard formulas to meet the needs of individual patients and in developing original techniques of compounding and making available for use new investigational drugs; advising on drug therapy and usage; or performing administrative, consultive, or staff advisory work concerning the administration of a pharmacy program for hospital, clinic, or other medical care facility. Some positions involve the evaluation of drug proposals submitted by private industry and the surveillance of marketed drugs for safety and efficacy.

GS–661 Pharmacy Technician Series* GS–661

This series includes positions which involve technical support work in a pharmacy under the supervision of a registered pharmacist. The work requires application of a practical knowledge of: Pharmaceutical nomenclature; characteristics, strengths, and dosage forms of pharmaceuticals; pharmaceutical systems of weights and measures; operation and care of pharmacy equipment; and pharmaceutical procedures and techniques.

GS–662 Optometrist Series* GS–662

This series covers positions that require the application of professional optometric knowledges and skills in examining and analyzing the eye for diseases and defects and prescribing correctional lenses or exercises. Except for positions not involving patient care responsibility (e.g., research optometrist) positions in this series require a current license to practice optometry in a State or territory of the United States or in the District of Columbia.

GS–664 Restoration Technician Series* GS–664**

This series includes all classes of positions the duties of which are to advise on, supervise, or perform technical work involving the development, design, fabrication, fitting to patients, and repair of custom-made medically prescribed appliances which are used primarily for cosmetic and restorative purposes. The prime objective of the work is to compensate for loss or damage to various areas of the human body by restoring a normal appearance that will facilitate the patient's social and vocational rehabilitation. This objective is attained through the use of painting, sculpturing, molding, and casting techniques, working with a wide variety of materials, in the fabrication of appliances which are as natural in appearance (size, form, texture, translucency, color, etc.) as the original tissues of the patient's normal feature or body member.

GS–665 Speech Pathology and Audiology Series* GS–665

This series covers positions involving professional work in the study and/or treatment of human communications disorders, as reflected in impaired hearing, voice, language, or speech. The work requires pro-

*Standards published.
***Single-agency standards published.

fessional knowledge of the nature of these disorders, their causes, and methods of therapeutic treatment. The work involves any one or a combination of the following functions: (1) providing direct clinical services in the evaluation and resolution of communications disorders; (2) providing graduate level training in communications disorders; (3) planning and administering a comprehensive program for evaluating and treating communications disorders; and (4) planning, administering, and performing laboratory and clinical research in communications disorders.

GS-667 Orthotist and Prosthetist Series* GS-667

This series includes positions which involve designing, fabricating, or fitting orthotic or prosthetic devices to preserve or restore function to patients with disabling conditions of the limbs and spine or with partial or total absence of limbs. The work requires: (1) Knowledge of anatomy, physiology, body mechanics, the application and function of orthoses (braces and orthopedic shoes) and prostheses (artificial limbs), and of the materials available for the fabrication of such devices; (2) skill in the use of tools and specialized equipment; and (3) the ability to deal effectively with patients and their problems, and to work with other members of the medical team.

GS-668 Podiatrist Series GS-668

This series includes all classes of positions the duties of which are to perform professional work involved in the care and treatment of the feet, including work in the prevention, diagnosis, and treatment of foot diseases and disorders by physical, medical, and/or surgical methods; the writing of prescriptions for topical medications, corrective exercises, corrective footwear and other purposes; and/or investigative research for analytical evaluations and experimental purposes when such work requires the application of professional podiatry knowledges and skills.

GS-669 Medical Record Librarian Series* GS-669

This series includes positions the duties of which are to advise on, administer, supervise or perform work involving the application of accepted theories and techniques of medical record library science in the development, maintenance, analysis, and use of diagnostic and therapeutic medical records. To be included in this series, a position must include one or more of the following technical functions: (1) advising management or staff members, or providing consultation services, on medical record problems or procedures; (2) advising research investigators or staff members on methods of recording or retrieving record data; (3) teaching or training of personnel or staff members in medical record techniques or closely related subjects; (4) evaluating and modifying a medical record program to meet particular needs; (5) organizing or managing a medical record program; or (6) advising on or being responsible for medical record matters involving medico-legal problems.

*Standards published.

GS-670 Health System Administration Series GS-670

→Positions in this series have full line responsibility for the administrative management of a health care delivery system which may range from a nationwide network including many hospitals to a major subdivision of an individual hospital. The fundamental responsibility of health system administrators is to effectively use all available resources to provide the best possible patient care. This requires an understanding of the critical balance between the administrative and clinical functions in the health care delivery system, and ability to coordinate and control programs and resources to achieve this balance. These positions require the ability to apply the specialized principles and practices of health care management in directing a health care delivery system. They do not require the services of a qualified physician.←

GS-671 Health System Specialist Series GS-671

→Positions in this series provide support to health care management officials by analyzing, evaluating, advising on and/or coordinating health care delivery systems and operations. Such positions may be located within an operating health care facility or at a higher organizational echelon. In addition to a high degree of analytical ability, positions in this series require specialized knowledge of the basic principles and practices related to the management of health care delivery systems. These positions do not have line authority.←

GS-672 Prosthetic Representative Series GS-672

This series includes positions the duties of which are to administer, supervise, or perform work concerned with rendering prosthetic and sensory aids services to disabled patients. Included in this series is such work as (1) planning, developing, and directing a prosthetic and sensory aids program at either the national, regional, or local level; (2) serving as an advisor to physicians with regard to selection, prescription, and acquisition of prosthetic devices involving furnishing information concerning such matters as new developments in the field of prosthetics, and sources of supply for such devices; (3) counseling and advising patients and their families and representatives regarding eligibility for and the use of prosthetic and sensory aids; (4) interpreting prescriptions of medical officers in order to make certain that proper prosthetic devices are selected for, or by, the patients; (5) authorizing the purchase, fabrication, or repair of prosthetic devices; (6) maintaining continuous liaison with manufacturers and dealers of prosthetic supplies, inspecting their facilities and services, and participating in the award of prosthetic appliance contracts; (7) participating in investigative studies by selecting patients as pilot wearers of newly developed prosthetic items, evaluating the usefulness of such items, and preparing data for the use of research project leaders or manufacturers; and (8) as required, giving technical and administrative advice and assistance on prosthetic problems to outlying stations.

*Standards published.

This work requires the application and interpretation of laws concerning benefits available to disabled patients and of the regulations, procedures, and practices based thereon, and, in addition, a specialized knowledge of the medical and psychological problems directly related to the use of prosthetic devices; and a specialized knowledge and understanding of the fabrication and satisfactory fitting of prosthetic devices. (These positions are filled by persons who have a major disability and who have demonstrated their ability to wear and use successfully a major prosthetic device.)

This series does not include classes of positions described in, and classifiable to, the Contact Representative Series, GS–962; Orthotist and Prosthetist Series, GS–667; Restoration Technician Series, GS–664; or Speech Pathology and Audiology Series, GS–665, although incidental performance of some elements of the work of these series will not remove a position from the Prosthetic Representative Series.

GS–673 Hospital Housekeeping Management Series* GS–673

This series includes all positions requiring application of administrative ability and technical knowledge in supervising or performing work in the development, coordination, direction, and management of hospital housekeeping programs. The major concern of such programs is the maintenance of environmental sanitation within acceptable levels of bacteriological, as well as visual, cleanliness.

GS–675 Medical Record Technician Series* GS–675

This series includes positions that involve analyzing medical records for completeness, consistency, and compliance with requirements, and performing related functions such as coding medical record information, and selecting and compiling medical record data. The work requires application of a practical knowledge of medical terminology, anatomy, physiology, the internal organization and consistency of the medical record, medical record references and procedures, and the medical and legal significance of medical records.

GS–679 Medical Clerk Series* GS–679

This series includes all positions the primary duties of which are to perform clerical work in support of the care and treatment given to patients in a ward, clinic or other such unit of a medical facility. This work includes functions such as serving as receptionist, performing recordkeeping duties, performing clerical duties relating to patient care and treatment, and providing miscellanous support to the medical staff of the unit. This work requires a practical knowledge of the medical facility's organization and services, the basic rules and regulations governing visitors and patient treatment and a practical knowledge of the standard procedures, medical records and medical terminology of the unit supported.

GS–680 Dental Officer Series* GS–680

This series includes positions which involve advising on, administering, supervising, or performing professonal and scientific work in the

*Standards published.

field of dentistry. Dentistry is concerned with the prevention, diagnosis and treatment of diseases, injuries and deformities of the teeth, the jaws, organs of the mouth, and other structures and connective tissues associated with the oral cavity and the masticatory system. The work of this series requires the degree of Doctor of Dental Surgery or Doctor of Dental Medicine.

GS-681 Dental Assistant Series* GS-681

This series includes positions the duties of which are to receive and prepare patients for dental treatment; to prepare materials and equipment for use by the dentist; to assist a dentist at chairside or bedside in the treatment of patients; to perform reversible intra-oral procedures under the supervision of the dentist; to perform dental radiography work; and to keep records of appointments, examinations, treatments and supplies. This work requires a practical knowledge of standardized procedures and methods used in dentistry, and skill in the techniques and procedures of dental assistance.

GS-682 Dental Hygiene Series* GS-682

This series includes all positions the duties of which are to perform, under the supervision and direction of a dentist, prophylactic dental treatment which includes application of topical medication and dental health education for patients within a clinical setting.

GS-683 Dental Laboratory Aid and Technician Series* GS-683

This series covers positions that involve technical work in the fabrication and repair of dental prosthetic appliances on prescription of a dentist. This work requires a technical knowledge of dental anatomy and skill in the use of dental laboratory materials and equipment.

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*Standards published.

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GS-685 Public Health Program Specialist Series* GS-685**

This series includes positions that direct, supervise, or perform work which involves providing advice and assistance to State and local governments and to various public, nonprofit, and private entities on program and administrative matters relating to the development, implementation, operation, administration, evaluation, and funding of public health activities which may be financed in whole or in part by Federal funds; or, conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or, other similar public health program work. Positions in this series require specialized knowledge of the principles, practices, methods, and techniques of administering public health programs, but do not require full professional education and training in medical, social, or other disciplines.

GS-688 Sanitarian Series* GS-688

This series includes positions that involve planning, developing, administering, evaluating, and promoting programs concerned with the elimination and prevention of environmental health hazards. Also included are positions which involve developing and revising health laws, rules, and regulations. These positions require a broad knowledge of any one or a combination of the health, agricultural, physical or biological science sufficient to understand the basic concepts, principles, methods, and techniques of environmental health; and a practical knowledge of health laws, rules, and regulations.

GS-690 Industrial Hygiene Series* GS-690

This series includes all classes of positions the duties of which are to advise on, administer, supervise, manage, or perform professional and scientific work in industrial hygiene, including the identification and evaluation of conditions affecting the health and efficiency of employees, or the citizens of the adjacent community, the formulation and recommendation of measures to eliminate or control occupational health hazards, and the promotion of occupational health programs for instructing and motivating managers and employees in the prevention as well as correction of potential health hazards.

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*Standards published.
**Flysheets published.
***Single-agency standards published.

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GS-696 **Consumer Safety Series**** GS-696

This series includes professional positions concerned with enforcing the laws and regulations protecting consumers from foods, drugs, cosmetics, fabrics, toys, and household products and equipment that are impure, unwholesome, ineffective, improperly or deceptively labeled or packaged, or in some other way dangerous, or defective. These positions require knowledge of various scientific fields such as chemistry, biology, pharmacology, and food technology. Consumer safety officers identify substances and sources of adulteration and contamination, and evaluate manufacturing practices, production processes, quality control systems, laboratory analyses, and clinical investigation programs.

GS-698 **Environmental Health Technician Series**** GS-698

This series includes positions that involve investigating, evaluating, and providing information on sanitation practices, techniques, and methods for the purpose of identifying, preventing, and eliminating environmental health hazards. Positions in this occupation require a practical knowledge of basic environmental health concepts, principles, methods, and techniques, including survey and inspection techniques and control and eradication methods.

GS-699 **Health Aid and Technician Series**** GS-699

This series includes positions involving nonprofessional work of a technical, specialized, or support nature in the field of health or medicine when the work is of such generalized, specialized or miscellaneous nature that there is no other more appropriate series. Such work is either (1) characteristic of two or more specialized nonprofessional series in the Medical, Dental, and Public Health Group, GS–600, where no one type of work controls the qualification requirements, or (2) sufficiently new, unique, or miscellaneous that it is not specifically included in a specialized nonprofessional series in the Group.

**Fly sheets published which include series coverage information.
***Single-agency standards published.

GS-700 VETERINARY MEDICAL SCIENCE GROUP GS-700

This groups includes all classes of positions the duties of which are to advise and consult on, administer, manage, supervise, or perform research or other professional and scientific work in the various brances of veterinary medical science.

Series of classes in this group are:

GS-701 Veterinary Medical Science Series* GS-701

This series includes positions that involve professional veterinary work to investigate, inspect, and deal with animal diseases, animal pollution, contamination of food of animal origin, health and safety of imported animals and animal products, safety and efficacy of many animal, as well as human, drugs and biological products, and cooperative enforcement activities involving both the public and private sectors. Such positions require the degree of Doctor of Veterinary Medicine or an equivalent degree; a knowledge of current, advanced, or specialized veterinary medical arts and science principles and practices of the profession; and the ability to apply that knowledge in programs established to protect and improve the health, products, and environment of or for the Nation's livestock, poultry, or other species for the benefit of human, as well as animal, well-being.

GS-704 Animal Health Technician Series GS-704

This series includes positions that involve technical work concerned with animal health in support of veterinary medical programs. The duties include inspection, investigation, quarantine, identification, collection of specimens, vaccination, appraisal and disposal of diseased animals, and disinfection for the control and eradication of infectious and communicable animal diseases. Performance of the work requires a practical knowledge of normal and certain abnormal animal health conditions and the related Federal-State animal health laws and regulations.

*Standards published.

GS-799 **Veterinary Student Trainee Series** GS-799

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in veterinary medicine at a Federal establishment and pertinent education leading to a Doctor of Veterinary Medicine degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

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GS-800 ENGINEERING AND ARCHITECTURE GROUP** GS-800

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work concerned with engineering or architectural projects, facilities, structures, systems, processes, equipment, devices, material or methods. Positions in this group require knowledge of the science or art, or both, by which materials, natural resources, and power are made useful.

Series of classes in this group are:

GS-801 General Engineering Series GS-801

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering series but which involves the application of a knowledge of such engineering fundamentals as the strength and strain analysis of engineering materials and structures, the physical and chemical characteristics of engineering materials such as elastic limits, maximum unit stresses, coefficients of expansion, workability, hardness, tendency to fatigue, resistance to corrosion, engineering adaptability, engineering methods of construction and processing, etc.; or positions involving professional work in several branches of engineering.

GS-802 Engineering Technician Series* GS-802

This series includes technical positions that require primarily application of a practical knowledge of (*a*) the methods and techniques of engineering or architecture; and (*b*) the construction, application, properties, operation, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The positions do not require professional knowledges and abilities for full performance and therefore do not require training equivalent in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture. Excluded from this series are positions that are specifically covered by a more specialized technical series.

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*Standards published.
**Fly sheets published which include series coverage information.

GS-803 **Safety Engineering Series*** GS-803

This series includes positions that require the performance of professional engineering work to eliminate or control hazardous conditions resulting from human error, equipment and machine operations which may lead to injury to persons and damage to property. The work requires the application of: (a) advanced mathematical techniques; (b) professional engineering principles, methods, and techniques; (c) safety related elements of the physical sciences, ergonomics, psychology and physiology; and (d) safety principles, standards, practices, and analytical techniques.

GS-804 **Fire Prevention Engineering Series** GS-804

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the investigation or development of fire-prevention projects, the design, construction, inspection, testing, operation, or maintenance of firefighting or fire-prevention apparatus, appliances, devices and systems, or the testing of fire-resistant materials.

GS-806 **Materials Engineering Series*** GS-806

This series includes professional positions in engineering, or in engineering and physical science, which are concerned primarily with the properties, processing, uses, and inservice behavior of engineering materials, where the work performed and the qualifications required are such that the position is not more characteristic of a series appropriate to some other academic discipline. The work is characterized by the following three qualification requirements: (1) a highly developed knowledge of materials and their properties, processing, uses, and behavior under environmental influences; (2) an understanding of and the ability to utilize advances of the fundamental materials sciences, e.g., as they pertain to the interrelationships of composition, structure, and properties; and (3) knowledge of and ability to apply pertinent engineering principles and practices including considerations such as cost, availability, fabrication, performance, and use.

*Standards published.

GS-807 Landscape Architecture Series* GS-807

This series includes positions the duties of which are to perform or supervise professional work in the planning and design of land areas and concurrent landscape construction and maintenance for integrated developments to meet specific human needs. It involves the analysis of land characteristics, operational requirements, land-use intensities, and commensurate land values and includes the efficient correlation of ground and water forms, plant forms, structures, roads, and walks to serve esthetic, functional, economic, and other interrelated purposes. Positions in this series require professional landscape architectural planning and design ability and require knowledge of the allied physical planning fields of architecture and civil engineering, and the biological sciences of agronomy, plant ecology, horticulture, and botany as they affect land development.

GS-808 Architecture Series* GS-808

This series includes all classes of positions the duties and responsibilities of which require the professional and business capacity, creative and artistic sense, and technical ability of architects to program, plan, design, evaluate, coordinate, advise on, administer, supervise, or perform research for the creation, construction, alteration, rehabilitation, or restoration of buildings and facilities.

GS-809 Construction Control Series* GS-809

This series includes positions which involve on-site inspection of construction or the monitoring and control of construction operations. Positions in this occupation require application of (*a*) practical knowledge of engineering methods and techniques; (*b*) knowledge of construction practices, methods, techniques, costs, materials, and equipment; and (*c*) ability to read and interpret engineering and architectural plans and specifications.

*Standards published.

GS-810 Civil Engineering Series* GS-810

This series includes professional positions in the field of civil engineering, typically requiring application of general knowledge of the physical sciences and mathematics underlying engineering, and specialized knowledge of (*a*) mechanics of solids, particularly of soils, (*b*) hydraulics, (*c*) theory of structure, (*d*) strength of materials, (*e*) engineering geology, and (*f*) surveying. Positions in this series have responsibility for management, supervision or performance of (1) planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and control natural resources; (2) investigating, measuring, surveying and mapping the earth's physical features and phenomena; and (3) research and development activities pertaining to (1) or (2).

GS-817 Surveying Technician Series* GS-817

This series includes positions which require primarily the application of a technical knowledge of surveying methods, equipment, and techniques in the measurement or determination of distances, elevations, areas, angles, land boundaries, and other features of the earth's surface. Specifically included are topographic, hydrographic, geodetic, land, control, and construction surveying.

GS-818 Engineering Drafting Series* GS-818

This series includes positions which involve primarily portraying engineering and architectural ideas and information through drawings. The positions require a practical knowledge of drafting methods and procedures, and skill in the application of drafting techniques.

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*Standards published.

GS-819 **Environmental Engineeering Series*** GS-819

This series includes positions that involve professional engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment. Such work requires the application of (a) professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and (b) an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants.

*Standards published.

GS-828 Construction Analyst Series* GS-828

This series includes positions which involve technical work requiring the application of a practical knowledge of both architectural design and construction practices for housing. This work includes the examination of drawings and specifications for compliance with standards and verification that construction complies with these standards; the estimation of costs of construction, extension, alteration, remodeling, or repair of housing; and the collection, analysis, and development of basic cost information on housing construction.

GS-830 Mechanical Engineering Series* GS-830

This series includes professional positions in the field of mechanical engineering, typically requiring the application of thermodynamics, mechanics, and other physical, mathematical and engineering sciences to problems concerned with the production, transmission, measurement, and use of energy, especially heat and mechanical power.

*Standards published.

GS-840 Nuclear Engineering Series* GS-840

This series includes positions that involve professional engineering work which is concerned primarily with the engineering principles and considerations relating to the atomic nucleus and the systems, processes, and materials required for the generation, controlled release, and utilization of nuclear energy. Nuclear engineering work requires the application of professional engineering knowledge in the research, development, design, construction, testing, installation, monitoring, operation and maintenance of nuclear reactors (fission or fusion) and other nuclear systems and immediate auxiliary or ancillary systems and equipment.

GS-850 Electrical Engineering Series* GS-850

This series includes professional engineering positions which require primarily application of knowledge of (*a*) the physical and engineering sciences and mathematics, (*b*) electrical phenomena, and (*c*) the principles, techniques, and practices of electrical engineering. The work pertains primarily to electrical circuits, circuit elements, equipment, systems, and associated phenomena concerned with electrical energy for purposes such as motive power, heating, illumination, chemical processes, or the production of localized electric or magnetic fields.

*Standards published.

GS-855 **Electronics Engineering Series*** GS-855

This series includes professional engineering positions which require primarily application of knowledge of (*a*) the physical and engineering sciences and mathematics, (*b*) electronic phenomena, and (*c*) the principles, techniques, and practices of electronics engineering. The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

GS-856 **Electronics Technician Series*** GS-856

This series includes positions that require (a) the knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics, (*b*) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment, and (*c*) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types of models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering.

GS-858 **Biomedical Engineering Series** GS-858

This series includes positions which involve professional work in biomedical engineering. The work requires the application of engineering concepts and methodology to investigate problems and phenomena of living systems to advance the understanding of these systems and improve medical practices; to develop materials, instruments, diagnostic and therapeutic devices, and other equipment applicable in the study of life systems and the practice of medicine; and to improve health service delivery systems for communities and within individual institutional components (hospitals, clinics, or other activities). Biomedical engineering work requires in addition to knowledge and skill in engineering disciplines a background in physiology and anatomy, and a practical facility in specialized subject matter areas such as computer applications, electronics, or mathematics.

GS-861 **Aerospace Engineering Series*** GS-861

This series includes professional aerospace engineering positions engaged in planning, research, development, design, testing, evaluation, production, fabrication, operation, and maintenance of aerospace vehicles and integrally associated equipment, and investigation of phenomena encountered in aerospace flight. Positions in this series require the application of a wide range of scientific and engineering principles in the field of aeronautics and astronautics such as aerodynamics, fluid mechanics, flight mechanics, structural dynamics, thermodynamics, and energy conversion and utilization in adaptation to the aerospace environment.

*Standards published.

GS-871 **Naval Architecture Series*** GS-871

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional engineering work in the field of naval architecture which primarily concerns the form, strength, stability, performance, and operational characteristics of ships. The work of positions in this series includes research, design, development, construction, investigation, testing, arrangement, installation, and maintenance for all types of ships. This work involves the consideration and application of naval architectural principles

*Standards published.

and concepts; the making of stability and buoyancy calculations and developing data for launching, loading, operation, and drydocking of ships in a safe, efficient, and economical manner; and naval architectural investigations and development of data and criteria leading to improved ship design.

GS-873 Ship Surveying Series GS-873

This series includes all classes of positions the duties of which are to administer, supervise, or perform work primarily concerned with surveying Government-owned vessels, Government-operated vessels, or both, or privately owned and operated merchant vessels, including components installed thereon, to determine condition and need for an extent of work required to place the vessels in condition to meet specified requirements. Work of this series includes in combination (1) the preparation of specifications, including estimates of labor and material costs, to cover work determined to be necessary as a result of surveys, (2) the inspection and acceptance of the work accomplished to place the vessel in the condition specified, and (3) other work, such as preparation of reports, incidental to ship surveying. This series does not include work primarily concerned with inspection of the construction, assembly, modification, conversion, overhaul, or repair of vessels or inspections involved in the procurement of vessels, chiefly to assure compliance with contracts, plans, and specifications.

GS-880 Mining Engineering Series* GS-880

This series includes positions that require primarily the application of professional knowledge of mining engineering. The work requires the ability to apply the principles of mathematics, chemistry, geology, physics, and engineering to mining technology. It also requires general knowledge of construction and excavation methods, materials handling, and the processes involved in preparing mined materials for use. Mining engineer positions are concerned with the search for, efficient removal, and transportation of ore to the point of use; conservation and development of mineral lands, materials, and deposits; and the health and safety of mine workers.

*Standards published.

GS-881 Petroleum Engineering Series* GS-881

This series includes positions that require primarily the application of a professional knowledge of petroleum engineering. The work is concerned with exploration and development of oil and natural-gas fields; production, transportation, and storage of petroleum, natural gas, and helium; investigation, evaluation, and conservation of these resources; regulation of transportation and sale of natural gas; valuation of production and distribution facilities for tax, regulatory, and other purposes; and research on criteria, principles, methods, and equipment.

GS-890 Agricultural Engineering Series* GS-890

This series includes professional positions which require primarily the application of the principles of engineering in combination with knowledge of one or more fields of agriculture. The work involves research, development, design, test, evaluation, and application of the fundamentals of engineering to aid in the solution of agricultural problems in such areas as farm structures, soil and water conservation, mechanical power and machinery, and electric power and processing.

GS-892 Ceramic Engineering Series GS-892

This series includes professional engineering positions concerned with the development or adaptation of materials, methods, and processes used in the manufacture of ceramic products; and with the design, construction and operation of industrial processes and equipment used in their production. Ceramic products may be considered as those composed of nonmetallic, inorganic minerals which are subjected to high temperature during manufacture or use; and include crystalline materials with desired physical properties, cementitious materials, abrasives, refractories, porcelain enamels, structural clay products, whiteware, and glass products.

GS-893 Chemical Engineering Series* GS-893

This series includes positions that involve professional work in chemical engineering, including research, development, design, operation, evaluation, and improvement of processes, plants, equipment, methods, or products. The work involves changes in the chemical composition or physical state of materials and requires primarily application of knowledge of the principles and practices of chemical engineering, chemistry, and other scientific and engineering disciplines.

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*Standards published.

GS-894 **Welding Engineering Series** GS-894

This series includes all classes of positions the duties of which are to administer, supervise, advise on, coordinate, or perform engineering research or other professional engineering work involving the application of welding and engineering principles to the solution of problems in the development and improvement of welding equipment and processes, the design of welding sequences and welded structures, the establishment and maintenance of standards and quality controls for welding, the giving of advice to design and construction engineers on the production applicability of welding, and similar work regarding metallic joining or cutting processes allied to welding.

GS-895 **Industrial Engineering Technician Series*** GS-895

This series includes nonprofessional technical positions engaged in industrial engineering work. Industrial engineering technician positions are concerned primarily with planning, designing, analyzing, improving, and installing integrated work systems comprised of men, materials, and equipment, for use in producing products, rendering services, repairing equipment, or moving and storing supplies and equipment. The work typically involves studies of engineered time standards, methods engineering, layout design of work centers, control systems, materials handling, or manpower utilization. It requires a knowledge of the principles and techniques of industrial engineering and practical knowledge of pertinent industrial and related work processes, facilities, methods, and equipment.

GS-896 **Industrial Engineering Series**** GS-896

This series includes positions that involve professional work in industrial engineering. Industrial engineering is that branch of engineering concerned with the planning, design, analysis, improvement, and installation of integrated systems of employees, materials, and equipment to produce a product or render a service. The work requires application of specialized professional knowledge and skill in the mathematical, physical, and social sciences together with the principles and methods of engineering analysis and design to specify, predict, and evaluate the results to be obtained from such systems.

GS-899 **Engineering and Architecture Student Trainee Series** GS-899

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in engineering or architecture at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

*Standards published.

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GS-900 **LEGAL AND KINDRED GROUP** GS-900

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional legal work in the preparation for trial and the trial and argument of cases, the presiding at formal hearings afforded by a commission, board, or other body having quasi-judicial powers, as part of its administrative procedure, the administration of laws entrusted to an agency, the preparation or rendering of authoritative or advisory legal opinions or decisions to other Federal agencies or to administrative officials of own agency, the preparation of various legal documents, and the performance of other work requiring training equivalent to that represented by graduation from a recognized law school and in some instances requiring admission to the bar; or quasi-legal work which requires knowledge of particular laws, or of regulations, precedents, or departmental practice based thereon, but which does not require such legal training or admission to the bar.

Series of classes in this group are:

GS-904 **Law Clerk Series** GS-904

This series includes positions of law clerk trainees performing professional legal work requiring graduation from a recognized law school or equivalent experience, pending admission to the bar.

GS-905 **General Attorney Series*** GS-905

This series includes professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials. Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases

*Standard published.

arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. The work of this series requires admission to the bar.

GS-920 Estate Tax Examining Series GS-920

This series includes positions concerned with determining liability for Federal estate or gift taxes. Such work requires knowledge of State, local, and Federal laws and regulations relating to estate and gift taxation; knowledge of accounting principles and theory; knowledge of business methods and practices; and knowledge of property valuation and investigative techniques.

GS-930 Hearings and Appeals Series GS-930

This series includes positions which involve the adjudication of cases that typically include the conduct of formal or informal hearings that accord appropriate due process, arising under statute or under the regulations of a Federal agency when the hearings are not subject to the Administrative Procedure Act; or involve the conduct of appellate reviews of prior decisions. The work requires the ability to review and evaluate investigative reports and case records, conduct hearings in an orderly and impartial manner, determine credibility of witnesses, sift and evaluate evidence, analyze complex issues, apply agency rules and regulations and court decisions, prepare clear and concise statements of fact, and exercise sound judgment in arriving at decisions. Some positions require application of a substantive knowledge of agency policies, programs, and requirements in fields such as personnel management or environmental protection.

GS-935 Administrative Law Judge Series GS-935

This series includes professional positions that involve the conduct of formal hearings, required by statute, in accordance with the Administrative Procedure Act (Public Law 79-404) and the performance of other work not inconsistent with the duties of administrative law judge.

GS-942 Deportation and Exclusion Examining Series GS-942

This series includes all classes of positions the duties of which are to supervise or perform legal work involved in the conduct of formal hearings accorded to aliens in deportation or in deportation and exclusion proceedings, the development of a record thereof, and the preparation of reports or orders containing findings of fact, conclusions of law, and decisions reached.

GS-945-0 **Clerk of Court Series** GS-945-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical, administrative, and related work in connection with proceedings instituted before courts of justice under the jurisdiction of the District of Columbia Government or of a department or independent establishment in the executive branch of the United States Government, and in connection with the business operations of such courts.

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GS-950 **Paralegal Specialist Series** GS-950

This series includes positions which involve paralegal work not requiring professional legal competence where such work is of a type not classifiable in some other series. The work requires discretion and independent judgment in the application of specialized knowledge of particular laws, regulations, precedents, or agency practices based thereon. The work includes such activities as (a) legal research, analyzing legal decisions, opinions, rulings, memoranda, and other legal material, selecting principles of law, and preparing digests of the points of law involved; (b) selecting, assembling, summarizing, and compiling substantive information on statutes, treaties, contracts, other legal instruments, and specific legal subjects; (c) case preparation for civil litigation, criminal law proceedings or agency hearings, including the colletcion, analysis, and evaluation of evidence, e.g., as to fraud and fraudulent, and other irregular activities or violations of laws; (d) analyzing facts and legal questions presented by personnel administering specific Federal laws, answering the questions where they have been settled by interpretations of applicable legal provisions, regulations, precedents, and agency policy, and in some instances preparing informative and instructional material for general use; (e) adjudicating applications or cases on the basis of pertinent laws, regulations, policies, and precedent decisions; or (f) performing other paralegal duties. Work in this series may or may not be performed under the direction of a lawyer.

GS-962 **Contact Representative Series*** GS-962

This series includes positions that primarily involve personal contacts with the public for the purposes of (1) providing information on rights, benefits, privileges, or obligations under a body of law; (2) explaining pertinent legal provisions, regulations, and related administrative practices and their application to specific cases; and (3) assisting individuals in developing needed evidence and preparing required documents, or in resolving errors, delays, or other problems in obtaining benefits or fulfilling obligations. The work requires (1) a high degree of skill in oral communication; and (2) a good working knowledge of, and ability to apply governing laws, regulations, precedents, and agency procedures, but less than the degree of legal training equivalent to that represented by graduation from a recognized law school.

GS-963 **Legal Instruments Examining Series*** GS-963

This series includes all positions concerned with the examination of legal documents, other than claims, which require the application of specialized knowledge of particular laws, or of regulations, precedents, or agency practices based thereon, and which do not require legal training equivalent to that represented by graduation from a recognized law school.

GS-965 **Land Law Examining Series***** GS-965

This series includes positions the duties of which are to administer, supervise, or perform quasi-legal work involved in processing, adjudicating and advising on applications and claims for rights, privileges, gratuities, or other benefits authorized under the various public land, mineral leasing, and mining laws. The work requires a knowledge of governing public laws and agency policies and procedures regarding the application of these laws, but does not require full professional legal training.

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*Standards published.
***Single-agency standards published.

GS-967 **Passport and Visa Examining Series***** GS-967

This series includes positions the duties of which are to administer, advise on, supervise, or perform quasi-legal work involved in the review, evaluation and examination of applications for United States passports and for other privileges and services that involve citizenship determinations; and/or application for United States visas and for other privileges and services that involve determinations of aliens' fitness for admission to this country.

*** Single-agency standards published.

GS-986 Legal Clerk and Technician Series* GS-986

This series includes all classes of positions the duties of which are to perform or supervise legal clerical or technical work not classifiable in any other series in the Legal and Kindred Group, GS-900. The work requires: (1) a specialized knowledge of legal documents and processes; and (2) the ability to apply established instructions, rules, regulations, precedents, and procedures pertaining to legal activities.

GS-987 Tax Law Specialist Series GS-987

This series includes all classes of positions, not classifiable in any other series, the principal duties of which are to administer, supervise, or perform quasi-legal technical tax work requiring analysis and application of tax principles and specialized knowledges of the Internal Revenue Code and related laws, court decisions, regulations, and precedent rulings of the Internal Revenue Service, not requiring legal training equivalent to that represented by graduation from a recognized law school; in such functions as (1) interpreting the Internal Revenue Code, related laws, regulations, rulings, and precedents, (2) preparing regulations, rulings, and technical guides, and (3) making or reviewing determinations and decisions in such matters.

GS-990 General Claims Examining Series GS-990

This series includes all classes of positions the duties of which are to administer, supervise, or perform quasi-legal work in developing, examining, adjusting, reconsidering, or authorizing the settlement of claims for which separate series have not been provided.

GS-991 Worker's Compensation Claims Examining Series* GS-991**

This series includes quasi-legal positions concerned with work involving the examination, development, and adjudication of claims for compensation (monies and medical services) under the Federal Employees' Compensation Act, and/or the Longshoremen's and Harbor Workers' Compensation Act, and/or their statutory extensions. Such work requires a comprehensive knowledge of the workers' compensation program, and an extensive lay medical knowledge of impairments and diseases.

GS-992 Loss and Damage Claims Examining Series GS-992

This series includes all classes of positions the duties of which are to administer, supervise, or perform quasi-legal work involved in de-

*Standards published.
***Single-agency standards published.

veloping, examining, adjusting, reconsidering, or authorizing the settlement of claims, by or against the Government, exclusive of claims arising under insurance contracts, because of (1) loss, damage, or rifling of United States mail, or abandonment, capture, loss, damage, or destruction of personal or real property, other than Government materials or supplies in the custody of or under the control of contractors, storekeepers, warehousemen, shippers, transit companies, or others, or under contracts of insurance, and (2) injury or death of individuals where such claims work is not properly classifiable in other series in the Legal and Kindred Group, GS–900.

GS–993 Social Insturance Claims Examining Series* GS–993**

This series includes (1) positions the duties of which are to advise on, supervise, or perform quasi-legal work involved in developing, examining, adjusting, adjudicating, authorizing, or reconsidering claims for retirement, survivor, or disability benefits under the Social Security and/or Railroad Retirement Acts, or (2) positions the duties of which consist of studying and preparing operating policies and procedures as they relate to the processing of claims under these programs.

GS–994 Unemployment Compensation Claims Examining Series* GS–994**

This series includes all classes of positions the duties of which are to administer, supervise, or perform quasi-legal work involved in developing, examining, adjusting, reconsidering, or authorizing the settlement of claims for unemployment insurance, including sickness benefits.

GS–995 Dependents and Estates Claims Examining Series GS–995

This series includes all classes of positions the duties of which are to administer, supervise, or perform quasi-legal work involved in developing, examining, adjusting, reconsidering, or authorizing the settlement of claims (1) for the payment of monetary allowances or gratuities based upon dependency on an active or a deceased former military serviceman, and (2) for assets of a deceased or incompetent person which are in the possession of a Government agency.

***Single-agency standards published.

GS-996 Veterans Claims Examining Series* GS-996**

This series includes positions the duties of which are to administer, supervise, or perform quasi-legal work involved in developing, examining, adjusting, reconsidering, or authorizing the settlement of claims filed by veterans, their dependents and beneficiaries, in regard to disability compensation, disability pension, death pension, death compensation, National Service Life Insurance and U.S. Government Life Insurance, as well as other Veterans Administration administered benefits.

GS-997 Civil Service Retirement Claims Examining Series* GS-997**

This series includes quasi-legal positions concerned with work involving the examination, development, and adjudication of claims for benefits under the Civil Service Retirement Act, as amended. Such work requires a knowledge of the laws and implementing regulations relating to this retirement and insurance program.

GS-998 Claims Clerical Series* GS-998

This series includes positions which involve clerical work in the examination, review, or development of claims by or against the Federal Government. Included are (*a*) clerical positions concerned with examining and developing claims cases for adjudication; (*b*) clerical positions concerned with determining and verifying entitlement to benefits, where the legal requirements are clear and the examination process is routine; (*c*) clerical positions concerned with examining, developing, and verifying post-entitlement actions regarding established beneficiaries; and (*d*) clerical positions concerned with answering general or routine inquiries about benefits or procedures for filing claims. The work in this series requires ability to apply established instructions, rules, regulations, and procedures relative to claims examining activities.

*Standards published.
***Single-agency standards published.

GS-1000 **INFORMATION AND ARTS GROUP** GS-1000

This group includes positions which involve professional, artistic, technical, or clerical work in (1) the communication of information and ideas through verbal, visual, or pictorial means, (2) the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts, or (3) a branch of fine or applied arts such as industrial design, interior design, or musical composition. Positions in this group require writing, editing, and language ability; artistic skill and ability; knowledge of foreign languages; the ability to evaluate and interpret informational and cultural materials; or the practical application of technical or esthetic principles combined with manual skill and dexterity; or related clerical skills.

Series of classes in this group are:

GS-1001 **General Arts and Information Series** GS-1001

This series includes all positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where (*a*) no one type of work is series controlling, (*b*) the paramount qualifications requirements are not characteristic of another series in the group, and (*c*) the combination of work is not specifically provided for in another series, or (2) other work typical of this group for which no other series has been established.

GS-1010 **Exhibits Specialist Series*** GS-1010

This series includes positions with duties to advise on, administer, supervise or perform work in the planning, construction, installation, and operation of exhibits, the preparation of gallery space for exhibits, the restoration of historic buildings, or the restoration or preparation of items to be exhibited. The work in this series requires a combination of artistic abilities, technical knowledge and skills, and ability to understand the subject-matter concepts which assigned exhibits projects are intended to convey.

GS-1015 **Museum Curator Series*** GS-1015

This series includes all classes of positions the primary duties of which are to administer, supervise or perform professional work related to research, collections and exhibits in Federal museums, when such work is not classifiable in other professional, scientific, or historical series.

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*Standards published.

GS-1016 **Museum Specialist and Technician Series*** GS-1016

This series includes all classes of positions the duties of which include technical and specialized work in connection with the operation of public museums or the management of museum collections.

GS-1020 **Illustrating Series*** GS-1020

This series includes positions concerned with supervising, laying out or executing illustrations in black-and-white or in color, and with retouching photographs. Positions in this series require artistic ability, the ability to draw freehand or by the use of drawing instruments, and the ability to use the common art media such as pen-and-ink, pencil, tempera, oils, wash, or air brush.

GS-1021 **Office Drafting Series*** GS-1021

This series includes positions involving the supervision or performance of drafting work for charts, diagrams, floor plans, office forms, and other types of graphic presentation of statistical, administrative, or related data. Positions in this series require skill in the application of drafting techniques, ability to read statistical tables and make arithmetical computations, and knowledge of the various types of graphic presentation that are appropriate for portrayal of statistical, administrative, and related data.

GS-1035 **Public Affairs Series*** GS-1035

This series includes positions responsible for administering, supervising, or performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and various other pertintent publics including internal or external, foreign or domestic audiences. Positions in this series advise agency management on policy formulation and the potential public reaction to proposed policy, and identify and carry out the public communication requirements inherent in disseminating policy decisions. The work involves identifying communication needs and developing informational materials that inform appropriate publics of the agency's policies, programs, services and activities, and plan, execute, and evaluate the effectiveness of information and communication programs in furthering agency goals. Work in the series requires skills in written and oral communication, analysis, and interpersonal relations.

GS-1040 **Language Specialist Series*** GS-1040

This series includes positions the primary duties of which are to administer, supervise, or perform work in rendering from a foreign language into English or from English into a foreign language the spoken or written word where the ultimate objective is accurate translations and/or interpretations.

*Standards published.

GS-1046 Language Clerical Series* GS-1046

This series includes positions the duties of which are to supervise or perform translating and/or interpreting work from and into English where the level of language knowledges and skills required is sufficient only for mutual understanding of basic concepts, phrases, and words, or where the level is limited in breadth because of the routine, repetitive nature of the interpreting and translating assignments, and/or clerical duties are performed in conjunction with such translating or interpreting.

GS-1048 Foreign Language Broadcasting Series GS-1048

This series includes all classes of positions the duties of which are to administer, supervise, advise on, or perform (1) the adaptation of radio scripts and other written materials in English into a foreign language for broadcast to foreign countries or geographic areas, requiring not only a native ability in the foreign language involved, but also a comprehensive knowledge of the culture, mores, current developments, and thinking of the people in the area of broadcast reception, and a knowledge of the radio style appropriate for specific foreign countries and geographic areas; and/or (2) vocal participation in radio broadcasts in a foreign language for live and recorded programs, requiring a speaking voice suitable for international broadcasting, ability in the language which is comparable to that of a native living in the area of broadcast reception, and vocal qualities and skills necessary in broadcasting news, news analyses, features, documentaries, and dramas.

GS-1051 Music Specialist Series GS-1051

This series covers positions that require a knowledge of one or more of the music arts such as vocal or instrumental music; composition, theory, and harmony; arranging and orchestration; choral or instrumental conducting; classical or modern dance styles including choreography and notation; or musicology. Music specialists (1) plan, supervise, administer, or carry out educational, recreational, cultural, or other programs in music such as creative music clinics or workshops, or electronic music experiments, (2) produce, stage, direct, or conduct musical productions, concerts, or recitals, (3) instruct or serve as a specialist in conducting; composing; arranging; interpreting classical, modern, ethnic or cultural dance forms; choreography; musicology; or choral or instrumental music, or (4) perform other functions requiring knowledge or skill in music.

*Standards published.

GS-1054 **Theater Specialist Series** GS-1054

This series covers positions that require a knowledge of the techniques of producing, staging, rehearsing, or performing in theatrical productions; of technical production; or of theatrical history and literature. Theater specialists (1) plan, supervise, administer, or carry out educational, recreational, cultural, or other programs in theater, such as children's theater or creative dramatics; (2) produce, stage, or direct theatrical productions; (3) instruct or serve as a specialist in direction; technical production; dance production; performance techniques; playwriting; play or music theater production; or theater administration, management or promotion; or (4) perform other functions requiring knowledge and skill in the theater arts.

GS-1056 **Art Specialist Series** GS-1056

This series covers positions that require a knowledge of the theories and techniques of one or more art forms. Art specialists (1) plan, supervise, administer, or carry out educational, recreational, cultural, or other programs in art, (2) demonstrate the techniques and instruct in one or more of the arts, or (3) perform other functions requiring knowledge and skill in one or more art forms.

GS-1060 **Photography Series*** GS-1060

This series includes positions that involve the performance of (*a*) still, motion picture, television, high-speed, aerial, or other similar camera work, or (*b*) photographic processing work, or (*c*) a combination of these two types of work. Positions in this series require, in addition to a knowledge of the equipment, techniques, and processes of photography, either (1) a knowledge about the subject matter of work to be photographed in such fields as scientific, engineering, technical and medical research and operations, or (2) artistic ability in selecting, arranging, and lighting subjects, or in processing negatives, or printing, enlarging, cropping, or retouching prints, or (3) both.

GS-1071 **Audio-Visual Production Series*** GS-1071

This series includes positions that involve work connected with the production of motion pictures; film-strips; live, taped or transmitted television productions, live, taped or recorded radio productions, and such other similar productions as pre-recorded slide lectures and sound accompaniments to exhibits or to scenic or historic views. Positions in this series require the ability to plan, organize, and direct the work of writers, actors, narrators, or other speakers, musicians, set designers, recording and sound technicians, and motion picture and television cameramen in order to produce the actions, sounds, or visual effects required for the finished production; or to select and arrange appropriate sequences of action, dialogue, sound effects, visual effects, and music in order to create an effective finished production.

*Standards published.

GS-1082 Writing and Editing Series* GS-1082

This series includes positions that involve as their primary function, writing, rewriting, or editing reports, articles, news stories and releases, which are to appear in publications, reports, periodicals, or the press; or speeches that are to be presented in person, or by means of radio or television; or radio, television, or motion picture scripts. This kind of writing and editing requires the ability to acquire information about different subjects and to analyze, select, and present the information in a form suitable for the intended audience. It does not require substantial subject-matter knowledge.

GS-1083 Technical Writing and Editing Series* GS-1083

This series includes the performance or supervision of writing and/or editing work which requires the application of (1) substantial subject-matter knowledges, and (2) writing and editing skills, including the ability to determine the type of presentation best suited to the audience being addressed. Positions which require full professional or technical subject-matter knowledges and, in addition, writing or editing abilities, are excluded from this series.

GS-1084 Visual Information Series* GS-1084

This series includes positions the duties of which are to supervise or perform work involved in communicating information through visual means. Work in this series includes the design and display of such materials as photographs, illustrations, diagrams, graphs, models, slides, and charts used in printed material, exhibits, motion pictures and film strips, television productions, speeches, training conferences, and other means of communicating information. This work requires (1) the ability to communicate information effectively through the use of visual materials, (2) a knowledge of the principles of artistic design and display, and (3) the ability to apply these principles in the field of visual communication.

GS-1087 Editorial Assistance Series* GS-1087

This series covers positions that involve editorial support work in preparing manuscripts for publication and verifying factual information in them. Such support work includes editing manuscripts for basic grammar and clarity of expression as well as marking copy for format. These positions require skill in using reference works to verify information and knowledge of grammar, punctuation, spelling, and good English usage.

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*Standards published.

economic, social, cultural, and political conditions of the foreign area of assignment, of the foreign policy objectives of the United States with respect to the particular area of assignment, and the ability to present information by means of one or more of the mass communications media that will further these objectives.

GS-1087 **Editorial Assistance Series*** GS-1087

This series covers positions that involve editorial support work in preparing manuscripts for publication and verifying factual information in them. Such support work includes editing manuscripts for basic grammar and clarity of expression as well as marking copy for format. These positions require skill in using reference works to verify information and knowledge of grammar, punctuation, spelling, and good English usage.

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* Standards published.

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GS-1100 **BUSINESS AND INDUSTRY GROUP** GS-1100

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; the provision of advisory services; the examination and appraisement of merchandise or property; and the administration of regulatory provisions and controls.

Series of classes in this group are:

GS-1101 **General Business and Industry Series** GS-1101

This series includes all classes of positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided.

GS-1102 **Contract and Procurement Series*** GS-1102

This series includes positions involving work concerned with (1) obtaining contractual agreements through negotiation with private concerns, educational institutions, and nonprofit organizations to furnish services, supplies, equipment, or other materials to the Government; (2) assuring compliance with the terms of contracts and resolving problems concerning the obligations of either the Government or private concerns; (3) analyzing negotiations and settling contractor claims and proposals in contract termination actions; (4) examining and evaluating contract price proposals; (5) purchasing supplies, services, equipment, or other materials by formally advertised bid and negotiated procurement procedures; (6) planning, establishing or reviewing procurement programs, policies, or procedures; (7) formulating policies, establishing procedures and performing services for small business in contracting and procurement; or (8) providing staff advisory service in one or more of the specializations in this occupation. The work requires a knowledge of business and industrial practices; market trends and conditions; relationships among costs of production, marketing, and distribution; and procurement and contracting policies and methods.

*Standards published.

GS-1103 Industrial Property Management Series* GS-1103

This occupation includes positions which primarily require a knowledge of business and industrial practices, procedures, and systems for the management and control of Government-owned property. These positions involve technical work in the administration of contract provisions relating to control of Government property in the possession of contractors, from acquisition through disposition. Also included are positions that involve providing staff leadership and technical guidance over property administration matters.

GS-1104 Property Disposal Series* GS-1104

This series includes positions involving administrative, managerial, or technical work concerned with the utilization, redistribution, donation, sale, or other disposition of excess or surplus personal property in Government activities. Work covered by this series primarily requires a knowledge of: (a) characteristics of property items, their proper identification and uses; (b) merchandising and marketing methods and techniques; and (c) the policies, programs, regulations and procedures for the disposition, including redistribution, of excess or surplus property. Some positions also require a knowledge of automatic data processing and ADP systems.

GS-1105 Purchasing Series* GS-1105

This series includes positions which involve purchasing, rental, or lease of supplies, services and equipment through (*a*) informal open-market methods and (*b*) formal competitive bid procedures, when the primary objectives of the work is to assure rapid delivery of goods and services in direct support of operational requirements. The work requires knowledge of commercial supply sources and of common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.

GS-1106 Procurement Clerical and Assistance Series* GS-1106

This series covers positions that involve clerical and technical support work for purchasing, procurement, contract negotiation, contract administration, and contract termination. Typical work of positions covered by this series includes: (1) Preparing, controlling, verifying, or abstracting procurement documents, reports, or industry publications or other clerical and support work related to procurement operations, and (2) technical work in support of such contract and procurement tasks as assembling product and price data for procurement negotiations, reporting on performance of contractors in meeting terms of contracts, and similar support functions. These positions require a practical knowledge of procurement operations, procedures, and programs and the ability to apply procurement policies, regulations, or procedures.

*Standards published.

GS-1107 Property Disposal Clerical and Technician Series GS-1107**

This series includes positions involving the supervision or performance of clerical or technical support work related to the utilization, redistribution, donation, sale or other disposition of personal property which has been declared excess or surplus to the needs of the owning Federal agency. Included in this occupation, e.g., are duties concerned with processing, verifying, abstracting, or controlling documents, reports, or records when such work requires a knowledge of the operations, regulations, practices, and procedures related to the utilization, redistribution, donation, sale, or other distribution of excess or surplus personal property.

GS-1130 Public Utilities Specialist Series GS-1130

This series includes positions that require application of knowledges concerning the business practices, rate structures, and operating characteristics of public utilities, in carrying out such functions as: (1) analysis of utility rate schedules to determine their reasonableness and applicability; (2) investigation and analysis of the business management organization and financial structure of public utilities in connection with licensing or regulatory actions, including preparation and presentation of testimony before regulatory bodies: (3) purchase or sale by the Government of utility resources and services: and (4) related functions that require the kind of knowledges indicated above. The utilities with which these positions are primarily concerned include telecommunications, electric and gas power, water, steam, and sewage disposal.

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*Standards published.
**Fly sheets published which include series coverage information

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GS-1140 Trade Specialist Series GS-1140

This series includes positions the duties of which are to administer, supervise, or perform promotional, advisory, or analytical functions pertaining to the commercial distribution of goods and services. The work performed concerns, and requires a practical knowledge of, market structure and trends, competitive relationships, retail and wholesale trade practices, distribution channels and costs, business financing and credit practices, trade restrictions and controls, and principles of advertising and consumer motivation.

GS-1144 Commissary Store Management Series* GS-1144

This series includes positions the incumbents of which manage, supervise the management of, or advise on the operation of commissary stores or departments thereof, or overall commissary operations. These positions require primarily knowledge of commercial retail food merchandising and food store management.

GS-1145 Agricultural Program Specialist Series* GS-1145**

This series includes positions involving work in developing, reviewing, administering, and coordinating programs for direct farmer-producer participation in production adjustment, price support, land conservation, and similar programs. The work requires a knowledge of agricultural stabilization, conservation, and related programs; farming customs and practices; crop cultivation; production and marketing methods; and related agricultural activities.

GS-1146 Agricultural Marketing Series* GS-1146**

This series includes positions involving management, research, analytical, regulatory, or other specialized work concerned with the marketing of one or more agricultural commodities or products. The work requires a practical knowledge of marketing functions and practices, including, for example, a knowledge of or experience with the commodity exchanges and markets, agricultural trade, or the practices and methods involved in various agricultural marketing or agribusiness operations, or a knowledge of the requirements of one or more statutory provisions relating to an agricultural marketing program.

GS-1147 Agricultural Market Reporting Series* GS-1147**

This series includes all positions primarily concerned with collection, analysis and dissemination of current information on available supplies, movement, demand, prices, marketing trends, and other facts relating to the marketing of agricultural products. This work, in its various aspects, requires: (*a*) knowledge of the methods and practices characteristic of markets in the assigned commodity area; (*b*) ability to establish and maintain sound working relationships with the industry; and (*c*) knowledge of the physical characteristics, production factors, and quality grading or inspection criteria of the assigned group of commodities.

*Standards published.
***Single-agency standards published.

GS-1149 **Wage and Hour Law Administration Series** GS-1149

This series includes all classes of positions the duties and responsibilities of which are to advise on, administer, supervise, or perform work in analyzing and evaluating industry and trade practices, administrative and recordkeeping methods, employer and union policies, seasonal conditions, investigation and compliance experience, learning periods of various occupations, availability of skilled workers, rate of turnover, prevailing wage structures of given industries, product classifications, and related matters for the purpose of (1) formulating and drafting regulations governing the administrative interpretations of provisions of Federal wage and hour laws; (2) determining prevailing minimum wages to be paid workers under provisions of the Walsh-Healey Public Contracts Act; and (3) making administrative determinations and authorizing employers to pay less than the statutory minimum wage or to exempt covered employees under certain conditions as provided by statute.

GS-1150 **Industrial Specialist Series*** GS-1150

This series includes positions which require primarily a practical knowledge of the nature and operations of an industry or industries, and the materials, facilities and methods employed by the industry or industries in producing commodities. These positions involve the administration, supervision or performance of one or more of the following functions: (1) developing and carrying out plans for the expansion, conversion, integration or utilization of industrial production facilities, either to meet mobilization or strategic requirements or to strengthen the industrial economy; (2) furnishing technical information, assistance, and advice concerning facilities, machinery, methods, materials and standards for industrial production (which may include exploration, extraction, refining, manufacturing and processing operations); (3) developing and/or administering provisions or regulations covering such matters as materials allocation, tariffs, export-import control, etc.; (4) conducting surveys of industrial plants to evaluate capacity and potential for production of specific commodities; (5) planning, evaluating, and maintaining technical surveillance over Government production operations, either in contractor plants or in Government-operated plants; or (6) performing related functions which require essentially similar knowledges as the functions listed above.

*Standards published.

GS-1152 Production Control Series* GS-1152

This series includes positions involving the supervision of performance of the functions of planning, estimating, scheduling and/or expediting the use of manpower, machines and materials in specific manufacturing operations that employ mechanical production methods in the fabrication or repair of Government equipment and supplies.

GS-1160 Financial Analysis Series* GS-1160

This series includes all positions the duties of which are to direct or perform analytical and evaluative work requiring a comprehensive knowledge of (1) the theory and principles of finance applicable to the full range of financial operations and transactions involved in the general activities of the various types of business corporate organizations: (2) the financial and management organization, operations, and practices of such corporate organizations; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles.

GS-1161 Crop Insurance Administration Series* GS-1161**

This series includes positions the duties of which are to administer, supervise, or perform program development, sales, loss adjustment, or other technical work in a crop insurance program. Work in this series requires specialized knowledge of (a) applicable Federal crop insurance principles, procedures, and techniques and (b) agriculture, agricultural practices, and related business, social and economic conditions.

GS-1162 Crop Insurance Underwriting Series* GS-1162**

This series includes positions the duties of which are to administer, supervise, or perform work involved in classifying land, establishing crop insurance premiums, or other technical work related to underwriting insurance policies in a crop insurance program. Work in this series requires the application of training and knowledge in one or more agricultural or biological sciences such as agronomy, soil sciences, agricultural economics, agricultural management, horticulture, etc., as well as requiring knowledge of applicable Federal crop insurance principles, procedures and techniques.

GS-1163 Insurance Examining Series GS-1163**

This series includes positions the duties of which are to direct, supervise, or perform work involved in insuring persons or property, determining that adequate insurance to protect Government or private interests has been provided, settling claims arising under insurance contracts, or performing other similar insurance examining work when

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*Standards published.
**Flysheets published.
***Single-agency standards published.

the duties performed are of a technical, nonclerical nature, requiring (*a*) knowledge of insurance principles, procedure, and/or practices; the commercial insurance marked; commercial insurance operations; or similar specialized insurance knowledges, (*b*) knowledge of pertinent statutory or regulatory provisions; related administrative regulations, and (*c*) some knowledge of contract law and of other laws related to the particular kind of insurance involved but not legal training equivalent to that represented by graduation from a recognized law school.

GS-1165 Loan Specialist Series* GS-1165

This series includes all positions the duties of which are to direct or perform analytical and evaluative work which requires knowledge of (1) credit risk factors and lending principles involved in loans of specialized types granted, insured, or guaranteed by the Federal Government; (2) financial structures and practices of business organizations concerned with such loans; and (3) pertinent statutory, regulatory, and administrative provisions.

GS-1169 Internal Revenue Officer Series* GS-1169**

This series includes all classes of positions the duties of which are to collect delinquent taxes, canvass for unreported taxes due and secure delinquent returns where performance of the work requires application of a knowledge of (1) general or specialized business practices; (2) internal revenue laws, regulations, procedures and precedents; (3) judicial processes, laws of evidence, and the interrelationship between Federal and State laws with respect to the collection and assessment processes; and (4) investigative techniques and methods.

GS-1170 Realty Series* GS-1170

This series includes positions that involve performing, planning, directing, or advising on one or more of the following functions: acquisition of real estate interests; disposal of real estate at a fair value for the greatest benefit to the Government and to the public; planning and management of real estate to attain its highest and best use from a realty standpoint. This work requires a knowledge of real estate principles, practices, markets, and values.

GS-1171 Appraising and Assessing Series* GS-1171

This series covers positions that involve supervising or performing work in appraising real or personal property or interests therein. These positions require technical knowledge and skill in the application of the principles, practices, and techniques of appraisal.

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*Standards published.
***Single-agency standards published.

GS-1173 **Housing Management Series*** GS-1173

This series includes the administration, supervision, or performance of work involved in (1) providing advice and technical assistance, reviewing, and evaluating housing management programs, either those of local housing authorities or those of Federal departments and agencies, or (2) the direct management of the operations of a housing project or projects.

GS-1176 **Building Management Series***** GS-1176

This series covers positions that involve the management of public buildings or other facilities to provide occupant organizations with appropriate space and essential building services in order to promote occupant welfare, safety, and productivity. Positions in this series typically involve one or more of the following functions: (1) directly managing, or assisting in managing, the operation of one or more public buildings and surrounding grounds; (2) directing comprehensive building management programs; or (3) performing staff level work in the study of building management methods and the development of standard building management practices. This work requires management and administrative skills, the ability to meet and deal effectively with a wide variety of individuals and groups, and knowledge of building operational requirements.

*Standards published.
***Single-agency standards published.

GS-1200 COPYRIGHT, PATENT, AND TRADE-MARK GROUP GS-1200

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional scientific, technical, and legal work involved in the cataloging and registration of copyrights, in the classification and issuance of patents, in the registration of trade-marks, in the prosecution of applications for patents before the Patent Office, and in the giving of advice to Government officials on patent matters.

Series of classes in this group are:

GS-1202 Patent Technician Series GS-1202

This series includes positions that have responsibility for supervising or performing technical work in support of professional evaluation and examination of patent applications, including searching for, selecting, evaluating and presenting pertinent background data and documents. The duties of positions in this series require the application of (a) an understanding of the basic principles and practices in a narrow field of physical science or engineering, and (b) quasi-legal knowledges of precedents, practices and procedures under patent laws governing the processing of patent applications. They do not require full professional competence equivalent to that represented by completion of a full 4-year accredited college curriculum leading to a bachelor's degree in engineering or one of the physical sciences.

GS-1210 Copyright Series GS-1210

This series includes positions that require the exercise of discretion and independent judgment in the application of a broad knowledge of copyright law, precedents, regulations, and practices. The duties include examining, registering, cataloging, disseminating information, and certifying original and renewal copyrights.

GS-1211 Copyright Technician Series GS-1211

This series includes positions that involve technical work in connection with examination, cataloging, registration, dissemination of information, processing and certification of original and renewal copyrights. The work requires the ability to apply established rules, regulations and procedures.

GS-1220 Patent Administration Series GS-1220

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional scientific, technical, and legal work involved in the administration of the patent and trade-mark laws through the issuance of patents for inventions in the various arts and through the registration of trade-marks.

GS-1221 Patent Adviser Series* GS-1221

This series includes positions involving professional scientific or engineering work, and, in addition, legal work pertaining to the analysis of inventions and the evaluation of the patentability thereof. This

*Standards published.

cntails preparing and prosecuting applications for patents; preparing and presenting briefs and arguments and prosecuting appeals and interferences before the Patent Office; making infringement investigations, and rendering opinions on the validity of patents, in order to protect the Government's interest in such inventions.

GS-1222 Patent Attorney Series* GS-1222**

This series includes positions involved with performing professional legal, scientific, and technical work concerning patents including rendering opinions on validity and infringement of patents, negotiation of patent licenses, settlement of patent claims, negotiation of patent clauses in contracts, providing professional legal advice to contracting officers and other procurement personnel on patent matters, and the preparation and/or presentation of briefs and arguments before the Patent Office or before the Federal Courts. Also included in this series are positions which, in addition to the foregoing, may be involved with performing similar professional legal functions regarding trade-marks. The work of this series requires training equivalent to that represented by graduation (with a degree in one of the scientific or engineering disciplines) from an accredited college or university, *in addition* to a degree from a recognized law school *and* admission to the bar.

GS-1223 Patent Classifying Series* GS-1223**

This series includes all professional, scientific, and technical positions which are primarily concerned with developing and/or administering systems for the classification, for patent purposes, of the technological knowledge embodied in United States patents and related material.

GS-1224 Patent Examining Series* GS-1224**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, technological, and legal work involved in the examination and disposition of applications for patents, exclusive of design patents, to determine the grant or denial of patents based on such applications, and in the adjudication of petitions and appeals from decisions on such applications. Such work in its various aspects involves the utilization of the basic and advanced concepts of the natural sciences, the techniques of all branches of engineering and of the industrial arts, and the application of those aspects of procedural and substantive law generally, and of the statutory and case law applied to patents specifically, which are applicable to the patent examining process.

***Single agency standards published.

GS-1225 Patent Interference Examining Series* GS-1225**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional scientific, technical, and legal work of a specialized nature involved in the conduct of quasi-judicial proceedings instituted for the purpose of determining the question of priority of invention between two or more parties claiming the same patentable invention. The series also includes work involving proceedings to determine the title and other rights of applicants for atomic energy patents. The work of this series requires training equivalent to that represented by graduation from a college of recognized standing with concentration in one of the major fields of physical science or engineering *and* from a recognized law school. Admission to the bar is *not* required.

GS-1226 Design Patent Examining Series* GS-1226**

This series includes all classes of positions the duties of which are to supervise or perform professional, technical and legal work involved in the granting or denial of applications for design patents. Such work involves the employment of basic concepts of the natural sciences, techniques of the industrial arts, fundamentals of aesthetic and functional design, and the application of statutes and precedent decisions in design patent matters.

***Single-agency standards published.

GS-1300 PHYSICAL SCIENCES GROUP GS-1300

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work or subordinate technical work in any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement, and fundamental structural particles; and the nature of the physical environment.

Series of classes in this group are:

GS-1301 General Physical Science Series GS-1301**

This series includes positions which involve professional work in the physical sciences when there is no other more appropriate series, that is, the positions are *not elsewhere classifiable.* Thus, included in this series are positions that involve: (1) A combination of several physical science fields with no one predominant or (2) a specialized field of physical science not identified with other existing series.

GS-1306 Health Physics Series* GS-1306

This series includes positions that require application of professional knowledge and competence in health physics, which is concerned with the protection of man and his environment from unwarranted exposure to ionizing radiation.

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*Standards published.
**Fly sheets published which include series coverage information.

GS-1310 Physics Series* GS-1310

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the investigation and applications of the relations between space, time, matter, and energy in the areas of mechanics, sound, optics, heat, electricity, magnetism, radiation, or atomic and nuclear phenomena.

GS-1311 Physical Science Technician Series* GS-1311

This series includes positions which involve nonprofessional technical work in the physical sciences and which are not specifically included in other series in the Physical Sciences Group. Positions in this series require a knowledge of the principles and techniques of physical science, but do not require competence equivalent to that represented by the completion of a full four-year college curriculum leading to a bachelor's degree in physical science. Positions in this series involve work in the fields of astronomy, chemistry, geology, geophysics, health physics, hydrology, metallurgy, oceanography, physics, and other physical sciences.

GS-1313 Geophysics Series* GS-1313

This series includes professional scientific positions requiring application of knowledge of the principles and techniques of geophysics and related sciences in the investigation, measurement, analysis, evaluation, and interpretation of geophysical phenomena and artifically applied forces and fields related to the structure, composition, and physical properties of the earth and its atmosphere.

GS-1315 Hydrology Series* GS-1315

This series includes positions which involve professional work in hydrology, the science concerned with the study of water in the hydrologic cycle. The work includes basic and applied research on water and water resources; the collection, measurement, analysis, and interpretation of information on water and water resources; the forecast of water supply and waterflows; and development or adaptation of new, improved, or more economical methods, techniques, and instruments.

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*Standards published.

GS-1316 Hydrologic Technician Series* GS-1316

This occupation includes positions of hydrologic aids and technicians who apply practical knowledge of hydrologic methods and techniques; and of the construction, application, operation, and limitations of instruments, equipment, and materials used in hydrologic investigations. They collect, select, compute, adjust, and process data; prepare charts and reports; and perform related duties supporting professional work in hydrology, the science concerned with the study of water, its quantity, quality, availability, movement, and distribution.

GS-1320 Chemistry Series* GS-1320

This series includes all positions involving work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, molecular structure, and properties of substances, the transformations which they undergo, and the amounts of matter and energy included in these transformations.

GS-1321 Metallurgy Series* GS-1321

This series includes positions that require primarily professional education and training in the field of metallurgy, including ability to apply the relevant principles of chemistry, physics, mathematics, and engineering to the study of metals. Metallurgy is the art and science of extracting metals from their ores, refining them, alloying and preparing them for use, and studying their properties and behavior as affected by composition, treatment in manufacture, and conditions of use.

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*Standards published.

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GS-1330 **Astronomy and Space Science Series*** GS-1330

This series includes profesional positions requiring primarily application of the principles and techniques of astronomy and physics in the investigation and interpretation of the physical properties, composition, evolution, position, distance, and motion of extraterrestrial bodies and particles in space.

GS-1340 **Meteorology Series*** GS-1340

This series includes positions that involve professional work in meteorology, the science concerned with the earth's atmospheric envelope and its processes. The work includes basic and applied research into the conditions and phenomena of the atmosphere; the collection, analysis, evaluation and interpretation of meterological data to predict weather and determine climatological conditions for specific geographical areas; the development of new or the improvement of existing meteorological theory; and the development or improvement of meteorological methods, techniques, and instruments. Positions in this occupation require full professional knowledge and application of meteorological methods, techniques, and theory.

GS-1341 **Meteorological Technician Series*** GS-1341

This series includes positions that require application of (*a*) technical or practical knowledge of meteorological equipment, methods, and techniques and (*b*) skill in the development and operation of data collection, verification, information dissemination, observation, and forecasting services and systems. These positions do *not* require full professional knowledge of meteorology.

GS-1350 **Geology Series*** GS-1350

This series includes professional scientific positions applying a knowledge of the principles and theories of geology and related sciences in the collection, measurement, analysis, evaluation, and interpretation of geologic information concerning the structure, composition, and history of the earth. This includes the performance of basic research to establish fundamental principles and hypotheses and develop a fuller knowledge and understanding of geology, and the application of these principles and knowledges to a variety of scientific, engineering, and economic problems.

GS-1360 **Oceanography Series*** GS-1360

This series includes professional scientific positions engaged in the collection, measurement, analysis, evaluation and interpretation of natural and physical ocean phenomena, such as currents, circulations, waves, beach and near-shore processes, chemical structure and

*Standards published.

processes, physical and submarine features, depth, floor configuration, organic and inorganic sediments, sound and light transmission, color manifestations, heat exchange, and similar phenomena, and their interrelations with other marine phenomena (e.g., biota, weather, geological structure, etc.). Oceanographers plan, organize, conduct, and administer seagoing and land-based study and research of ocean phenomena for the purpose of interpreting, predicting, utilizing and controlling ocean forces and events. This work requires a fundamental background in chemistry, physics, and mathematics and appropriate knowledges in the field of oceanography.

GS–1361 Navigational Information Series* GS–1361

This series includes all classes of positions involving the acquisition, collection, evaluation, selection, and preparation of vital aeronautical or marine information for dissemination in official publications concerning safe navigation and related operations, requiring the technical and practical knowledges of air or marine navigation and operations.

GS–1370 Cartography Series* GS–1370

The Cartography Series, GS–1370, includes positions which require the application of professional knowledges and skills in the mapping and related sciences, and relevant mathematics and statistics to plan, design, research, develop, construct, evaluate and modify mapping and charting systems, products, and technology.

GS–1371 Cartographic Technician Series* GS–1371

This series includes positions that require primarily a practical knowledge of the processes, practices, methods, and techniques involved in the construction of new or revision of existing maps, charts, and related cartographic products. Cartographic aides and technicians perform precompilation tasks (such as the investigation of source materials, extension of basic geodetic control network, plotting map projection and ground control on base sheets), manual or photogrammetric compilation, assembling aerial photographs into mosaics, drafting, digitizing, and editing or reviewing. The positions do not require full professional knowledges and abilities and, therefore, do not require education equivalent in type and scope to that presented by completion of a professional curriculum leading to a bachelor's degree in cartography or a related science.

*Standards published

GS-1372 Geodesy Series* GS-1372

This series includes professional positions requiring primarily application of the principles and techniques of geodesy. The work includes determining the size and shape of the earth and its gravitational field, measuring the intensity and direction of the force of gravity, and determining the horizontal and vertical positions of points on the earth and in space, where consideration of the curvature of the earth is required.

GS-1373 Land Surveying Series* GS-1373

This series includes positions that involve professional work in land surveying, which is concerned with establishing, investigating, and reestablishing land and property boundaries, and with preparing plats and legal descriptions for tracts of land. The work requires application of professional knowledge of the concepts, principles and techniques of surveying, including underlying mathematics and physical science, in combination with a practical knowledge of land ownership laws.

GS-1374 Geodetic Technician Series* GS-1374

This series includes positions the duties of which are to supervise or perform technical work in the analysis, evaluation, processing, computation, and selection of geodetic survey data. These positions require a practical knowledge of theories and techniques of geodesy particularly as they relate to the identity, reliability, and usefulness of geodetic control data but not a full professional knowledge of geodesy as required in the execution and adjustment of geodetic surveys or the mathematical transformation of geodetic datum systems.

GS-1380 Forest Products Technology Series GS-1380

This series includes professional positions concerned with the development, improvement, and utilization of wood or wood products, including the study of preservation and treatment methods, the processing and production of wood products, the properties and structure of wood, and the production of lumber.

GS-1382 Food Technology Series GS-1382

This series includes professional positions concerned with the study and analysis of problems relating to the development, improvement, and evaluation of food products; their production, utilization, processing and preservation; and the utilization or disposal of by-products.

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GS-1384 **Textile Technology Series** GS-1384

This series includes classes of professional positions which involve scientific and technological work concerned with textiles or fibers (plant, animal, and synthetic), including investigation, development, production, processing, evaluation, and application of fibers, yarns, fabrics and finishes.

GS-1386 **Photographic Technology Series*** GS-1386

This series includes professional positions the duties of which are to advise on, administer, supervise, or perform work which requires interdisciplinary knowledge and skills in those scientific and engineering fields that comprise photographic technology. This work includes planning, research, design, development, modification, instrumentation, testing, and evaluation of photographic equipment and techniques involved in the taking, processing, viewing, and printing of photographic images. The work requires the ability to apply a knowledge of the scientific principles of photography and those aspects of chemistry, physics, mathematics, and mechanical, electronic and electrical engineering that relate to photographic technology.

GS-1397 **Document Analysis Series** GS-1397

This series includes all classes of positions the duties of which are to direct, administer, supervise, advise on, or perform technical work in examining and identifying questioned documents. Examinations are conducted in order to determine the genuineness or spuriousness of a document or any of its parts; decipher or restore eradicated or obliterated writings and markings; detect alterations, additions, interlineations, or other tampering with the original document; determine authorship of a signature or other writing; determine the validity of a date or the alleged age of a document or a particular entry; identify the particular machine used to produce a document; or identify the source of a document. The work requires (1) knowledge of the properties, characteristics, and techniques of analysis of handwriting, typewriting, printing, and duplicating, and of inks, papers, and other writing, printing, and recording instruments and materials; (2) knowledge and skill in the use of photographic and laboratory equipment and techniques; and (3) the ability to develop evidence and to present it convincingly in written reports or orally.

*Standards published.

GS-1399-0 Physical Science Student Trainee Series GS-1399-0

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in the physical sciences at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

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This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional and scientific work or subordinate technical work in the various phases of library and archival science.

Series of classes in this group are:

GS-1410 **Librarian Series*** GS-1410

This series includes all positions involving work that *primarily* requires a full professional knowledge of the theories, objectives, principles, and techniques of librarianship. An inherent requirement of these positions is a knowledge of literature resources. Some positions also require a substantial knowledge of the subject matter involved and/or a substantial knowledge of foreign languages. Such work is concerned with the collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Typical library functions include the selection, acquisition, cataloging and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library services.

GS-1411 **Library Technician Series*** GS-1411

This series includes positions involving nonprofessional or technical work in libraries which are administered in accordance with the practices and techniques of professional librarianship. Such work *primarily* requires a practical knowledge of library functions and services; and ability to apply standard library tools, methods, and procedures to the service needs of the particular library.

GS-1412 **Technical Information Services Series*** GS-1412

This series includes positions which are primarily concerned with the direction, administration, development, coordination, or performance of work involved in processing and transmitting scientific, technological, or other specialized information. Duties performed require a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest sufficient to understand the significance and relationship of the concepts and ideas contained in the information; a *practical* knowledge of documentation or library techniques; and, in some cases, a knowledge of foreign languages.

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*Standards published.

GS-1420 Archivist Series* GS-1420**

This series includes positions which involve professional archival work in appraising, accessioning, arranging, describing, preserving, publishing, or providing reference service from public records and historic documents. This work requires a professional knowledge of archival principles and techniques, a comprehensive knowledge of the history of the United States and the institutions and organization of the Federal Government, and a thorough understanding of the needs, methods, and techniques of scholarly research.

GS-1421 Archives Technician Series* GS-1421

This series includes positions which involve nonprofessional and technical work in accessioning, arranging, describing, preserving, using, and disposing of archives, noncurrent records, and related material kept in record and manuscript depositories. This work requires the application of a practical or technical knowledge of archival methods, procedures, and techniques, and in some assignments a knowledge of the administrative history of specific Federal organizations, past or present. The work does not require full professional preparation in archival science, nor the application of a full professional knowledge of the history of the United States.

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*Standards published.
***Single-agency standards published.

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work or related clerical work in basic mathematical principles, methods, procedures, or relationships, including the development and application of mathematical methods for the investigation and solution of problems; the development and application of statistical theory in the selection, collection, classification, adjustment, analysis, and interpretation of data; the development and application of mathematical, statistical, and financial principles to programs or problems involving life and property risks; and any other professional and scientific or related clerical work requiring primarily and mainly the understanding and use of mathematical theories, methods, and operations.

Series of classes in this group are:

GS-1510 Actuary Series* GS-1510

This series includes positions which involve the application of professional knowledge and experience in actuarial science (including mathematics, statistics, and business, financial, and economic principles) to programs or problems related to annuities, and to life, health, or property risks and contingencies.

GS-1515 Operations Research Series* GS-1515

This series includes positions which involve professional and scientific work requiring the design, development and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques to analyze problems of management and to provide advice and insight about the probable effects of alternative solutions to these problems. The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem.

GS-1520 Mathematics Series* GS-1520

This series includes all positions the duties of which are to advise on, administer, supervise or perform work which requires professional education and training in the field of mathematics. This work includes research on basic mathematical principles, methods, procedures, techniques or relationships; the development of mathematical methods in the solution of a variety of scientific, engineering, economic and mili-

*Standards published.

tary problems, where the exactitude of the relationships, the rigor and economy of mathematical operations, and the logical necessity of the results are the controlling considerations.

GS-1521 Mathematics Technician Series* GS-1521

This series includes all classes of positions the duties of which are to supervise or perform work in the reduction and computation of quantitative data where such work requires the use of mathematical techniques in connection with particular engineering and scientific activities, but does not require professional knowledge of the mathematical theories, assumptions, or principles upon which the techniques are based.

GS-1529 Mathematical Statistician Series* GS-1529

This series includes all classes of positions the primary duties of which are to advise on, administer, or perform professional work requiring the design, development and adaptation of mathematical methods and techniques to statistical processes, or research in the basic theories and science of statistics.

GS-1530 Statistician Series* GS-1530

This series includes all classes of positions the duties of which are to administer or perform professional work, or to provide professional consultation in the application of statistical theories, techniques and methods to the gathering and/or interpretation of quantified information.

GS-1531 Statistical Assistant Series* GS-1531

This series includes positions which require primarily the application of knowledge of statistical methods, procedures, and techniques, to the collection, processing, compilation, computation, analysis, editing, and presentation of statistical data. The work does not require the application of professional knowledge of statistics or other disciplines.

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*Standards published.

GS-1540 Cryptography Series GS-1540

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the construction and solution of codes and ciphers, or in the design, construction, inspection, testing, operation, and maintenance of new and improved cryptographic code and cipher equipment and methods.

GS-1541 Cryptanalysis Series GS-1541

This series includes all classes of positions the duties of which are to supervise or perform subordinate technical work in the solution or analysis of secret communication code and ciphers.

GS-1550 Computer Science Series* GS-1550

This series includes positions the duties of which involve primarily professional research or development work to evolve new methods and techniques to store, manipulate, transform, or present information by means of digital computer systems. Such work embraces a wide range of activities that are either concerned with the development of new fields of computer science research or are responsive to problems arising from use of digital computers within the Federal service. The primary requirements of the work are (a) professional competence in applying the theoretical foundations of computer science, including digital computer system architecture and software organization, the representation and transformation of information structures, and the theoretical models for such representations and transformations; (b) specialized knowledge of the design characteristics, limitations, and potential applications of electronic and electro-mechanical digital systems having the ability to transform information and of broad areas of applications of computing which have common structures, processes, and techniques; and (c) knowledge of relevant mathematical and statistical sciences.

GS-1599 Mathematical Science Student Trainee Series GS-1599

This series includes all classes of positions in integrated programs of preprofessional on-the-job training in the mathematical and statistical sciences at a Federal establishment and pertinent education leading to a bachelor's degree at a college or university. The level of successfully completed education is a major consideration in establishing the programs of on-the-job training and, therefore, in fixing the work assignments and appraising the level of work performed.

*Standards published.

GS-1600 EQUIPMENT, FACILITIES, AND SERVICES GROUP** GS-1600

This group includes positions the duties of which are to advise on, manage, or provide instructions and information concerning the operation, maintenance, and use of equipment, shops, buildings, laundries, printing plants, powerplants, cemeteries, or other Government facilities, or other work involving services provided predominantly by persons in trades, crafts, or manual-labor operations. Positions in this group require technical or managerial knowledge and ability, plus a practical knowledge of trades, craft, or manual-labor operations.

Series of classes in this group are:

GS-1601 General Facilities and Equipment Series* GS-1601

This series covers positions involving (1) a combination of work characteristic of two or more series in the Equipment, Facilities, and Services Group when no other series is appropriate for the paramount knowledges and abilities required for the position, or (2) other equipment, facilities, or services work properly classified in this group for which no other series has been established.

GS-1630 Cemetery Administration Series*** GS-1630

This series includes positions that involve managing the operations of cemeteries. The work requires the ability to meet and deal with a variety of people and their problems; to plan, budget, schedule, coordinate, and supervise cemetery activities; and to apply knowledge of applicable regulations, techniques, and operating practices.

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*Standards published.
**Flysheets published.
***Single-agency standards published.

GS-1640 **Facility Management Series*** GS-1640

This series covers positions that involve managing the operation and maintenance of buildings, grounds, and other facilities such as posts, camps, depots, power plants, parks, forests, and roadways. Such work requires (1) administrative and managerial skills and abilities and (2) broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment. While positions in this series typically involve directing work performed by a variety of trades and labor employees and require specialized knowledge of such work, they do not have as their paramount qualification requirement an intensive knowledge of the specific trades skills utilized.

*Standards published.

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GS–1654 Printing Management Series* GS–1654

This series includes all positions which involve planning, administering, supervising, reviewing, evaluating, or performing work in connection with the management of a program which provides printing services. Characteristic of positions in this series is the application of a knowledge of printing, including knowledge of the instructions which a printer must have before he can reproduce manuscript received for publication; knowledge of the capabilities of printing equipment and processes; and ability to manage a printing production organization. Positions in this series may, *in addition*, involve supervision of related functions such as editing, illustrating, and distributing printed materials.

GS–1658 Laundry and Dry Cleaning Plant Management Series* GS–1658

This series includes all positions the duties of which are to advise on or to manage and direct the operation of a laundry, a dry cleaning plant, or a combined laundry and dry cleaning plant, when the duties require (1) skill in performing managerial functions associated with the operation of a laundry and/or dry cleaning plants, and (2) a combination of a practical knowledge of laundry and/or dry cleaning equipment and processing operations.

*Standards published.

GS–1667 Steward Series GS–1667

This series includes all classes of positions the duties of which are to manage, supervise, or perform work involved in the operation of the food-supply service of a Government institution, including storeroom, kitchen, dining room, meat shop, and bakery.

GS–1670 Equipment Specialist Series* GS–1670

This series includes positions the duties of which are to supervise or perform work involved in (1) collecting, analyzing, interpreting, and developing specialized information about equipment; (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational and maintenance requirements. Such duties require the application of an intensive, practical knowledge of the characteristics, properties and uses of equipment of the type gained from technical training, education and experience in such functions as repairing, overhauling, maintaining, constructing, or inspecting equipment.

*Standards published.

GS-1654 Printing Management Series* GS-1654

This series includes all positions which involve planning, administering, supervising, reviewing, evaluating, or performing work in connection with the management of a program which provides printing services. Characteristic of positions in this series is the application of a knowledge of printing, including knowledge of the instructions which a printer must have before he can reproduce manuscript received for publication; knowledge of the capabilities of printing equipment and processes; and ability to manage a printing production organization. Positions in this series may, *in addition*, involve supervision of related functions such as editing, illustrating, and distributing printed materials.

GS-1658 Laundry and Dry Cleaning Plant Management Series* GS-1658

This series includes all positions the duties of which are to advise on or to manage and direct the operation of a laundry, a dry cleaning plant, or a combined laundry and dry cleaning plant, when the duties require (1) skill in performing managerial functions associated with the operation of a laundry and/or dry cleaning plants, and (2) a combination of a practical knowledge of laundry and/or dry cleaning equipment and processing operations.

GS-1659 Fishery Methods and Equipment Series GS-1659

This series includes all classes of positions the duties of which are to advise on, direct, administer, supervise, examine, analyze, or perform technical work contributing to progress in (1) the development and modification of methods and techniques for locating new fishing grounds and methods and techniques for taking fish at sea; (2) the design of fishing vessels; (3) the design, fabrication, installation, and, at sea under actual fishing conditions, the testing of gear, apparatus, and other such equipment; (4) the locating and appraising of fishery resources; and (5) the design, fabrication, and testing of apparatus, tools, and equipment used in handling, storing, holding, preserving, processing, and transporting fishery products on shore and at sea in the interest of improving the quality and production per unit of effort; such work not requiring full professional training in the professions and sciences related to the processes involved.

* Standards published.

GS–1666 General Housekeeping Series GS–1666

This series includes all classes of positions the duties of which are to advise on or to manage and direct work involved in the care, cleaning, maintenance, and servicing of living quarters in homes, lodging houses, or similar establishments; or in the furnishing of housekeeping service to indigent families under a public welfare program.

This series does not include positions responsible for managerial work in connection with hospital housekeeping programs. Such positions are classifiable to the Hospital Housekeeping Management Series, GS–673.

GS–1667 Steward Series GS–1667

This series includes all classes of positions the duties of which are to manage, supervise, or perform work involved in the operation of the food-supply service of a Government institution, including storeroom, kitchen, dining room, meat shop, and bakery.

GS–1670 Equipment Specialist Series* GS–1670

This series includes positions the duties of which are to supervise or perform work involved in (1) collecting, analyzing, interpreting, and developing specialized information about equipment; (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational and maintenance requirements. Such duties require the application of an intensive, practical knowledge of the characteristics, properties and uses of equipment of the type gained from technical training, education and experience in such functions as repairing, overhauling, maintaining, constructing, or inspecting equipment.

*Standards published.

GS-1700 EDUCATION GROUP GS-1700

This group includes positions which involve administering, managing, supervising, performing, or supporting education or training work when the *paramount* requirement of the position is knowledge of, or skill in, education, training, or instruction processes.

Series of classes in this group are:

GS-1701 General Education and Training Series* GS-1701

This series includes positions which primarily involve research or other professional work in the field of education and training when the work is of such generalized or miscellaneous specialized nature that the positions are not more appropriately classifiable in any of the existing professional series in this or any other group. Thus included in this series are positions in the field of education and training when (1) the work has characteristics which may be identified with more than one professional education series with none predominant, or (2) the combination of professional knowledges required by the work is not specifically provided for in another series, or (3) the work is in a specialized professional field not readily identifiable with other existing series in this or any other group.

GS-1702 Education and Training Technician Series GS-1702**

This series includes positions involving nonprofessional work of a technical, specialized, or support nature in the field of education and training when the work is properly classifiable in this group and there is no other more appropriate series. Such work characteristically involves knowledge of the program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. The work requires ability to apply a practical understanding or specialized skills and knowledge of the particular education or training activities involved, but does not require full professional knowledge of education concepts, principles, techniques and practices.

GS-1710 Education and Vocational Training Series* GS-1710

This series includes positions that require the application of full professional knowledge of the theories, principles, and techniques of education and training in such areas as instruction, guidance counseling, education administration, development or evaluation of curricula, instructional materials and aids, and educational tests and measurements. Some positions also require specialized knowledge of one or more subjects in which the education is given.

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*Standards published.
**Flysheets published.

GS–1712 Training Instruction Series* GS–1712

This series covers positions concerned with administration, supervision, training program development, evaluation, or instruction in a program of training when the *paramount* requirement of the work is a combination of practical knowledge of the methods and techniques of instruction *and* practical knowledge of the subject-matter being taught. Positions in this series *do not* have a *paramount* requirement of professional knowledge and training in the field of education, *nor* mastery of a trade, craft, or laboring occupation.

GS–1715 Vocational Rehabilitation Series* GS–1715

This series covers positions requiring the application of knowledge of training programs and occupational information in relation to vocational rehabilitation problems of the physically or mentally disabled, or of other individuals whose backgrounds and lack of job skills impairs their employability. The work involves planning training programs for these individuals; placing them in gainful employment; and supervising them while in training and during adjustment to the job. The duties require knowledge of vocational training concepts and practices; of the employment market; of training facilities; and of skill demands and environmental conditions in occupations and specific jobs in relation to their suitability for the training and employment of the persons served by the rehabilitation program. The work also involves the application of counseling techniques and methodology in motivating these individuals and helping them to adjust successfully to the training or work situation; however, full professional counseling knowledge is not required.

GS–1720 Education Program Series* GS–1720**

This series covers professional education positions responsible for promoting, coordinating, and improving education policies, programs, standards, activities, and opportunities in accordance with national policies and objectives. Positions in this series primarily involve the performance, supervision, or management of factfinding, analysis, evaluation, consultation, or policy development work concerning education problems and issues. These positions require a professional knowledge of education theories, principles, processes, and practices at elementary and secondary and postsecondary levels, including adult or continuing education, and a knowledge of the Federal Government's interrelationships with state and local educational agencies and with public and private postsecondary institutions.

GS–1722 School Administration Series* GS–1722

This series includes positions which require full professional knowledge of the theories, principles, and techniques of education and school administration necessary to direct a comprehensive formal education program primarily serving students at the basic learning levels of kindergarten through the twelfth grade.

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* Standards published.
*** Single-agency standards published.

GS-1724 **Elementary Teaching Series*** GS-1724

This series includes positions which require full professional knowledge of the theories, principles, and techniques of teaching and learning necessary to teach students at the basic learning levels of kindergarten through elementary school.

GS-1725 **Public Health Educator Series** GS-1725

This series includes positions involved in administering, supervising, or performing research or other professional work in public health education. Positions are concerned with providing leadership, advice, staff assistance, and consultation on health education programs. This includes analysis of behavioral and other situational factors affecting good health practices of individuals, groups, and communities; the planning of health education programs designed to meet the needs of particular individuals, groups, or communities; the selection of specialized educational methods, the preparation of educational materials, and the carrying out of such education activities which will best serve to stimulate the interest of individuals and groups in scientific discoveries affecting health in the application of health principles to daily living. Public health educators consult with State and local health departments, and with national and local voluntary agencies; organize community groups to study health problems and methods of disease prevention; and assist in coordinating mass health programs and in evaluating and improving health education programs.

GS-1726 **Secondary Teaching Series*** GS-1726

This series includes positions which require full professional knowledge of the theories, principles, and techniques of teaching and learning necessary to teach students at learning levels typical of secondary schools.

GS-1728 **Special Education Series*** GS-1728

This series includes positions which require professional knowledge and skill in a recognized specialty to teach exceptional students such as the handicapped, retarded, gifted, or emotionally disturbed.

GS-1730 **Education Research Series***** GS-1730

This series includes positions that primarily involve professional education research work. This includes performance, leadership, management, or supervision of scientific research to solve educational problems or to develop new knowledge bearing on education processes. The paramount qualification requirement for this work is knowledge of and skill in applying research principles and methods and a broad and thorough knowledge of one or more scientific fields or interdisciplinary areas related to the education research work being performed.

*Standards published.
***Single agency standards published.

GS–1740 Education Services Series* GS–1740

This series includes professional positions the duties of which are to administer, supervise, promote, coordinate, conduct, or evaluate programs, activities, or opportunities designed to provide individualized career-related or self-development education plans. The work requires knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education. Some positions require skill in counseling students or enrollees to establish educational and occupational objectives.

GS–1750 Instructional Systems Series* GS–1750

This series includes professional positions the duties of which are to administer, supervise, advise on, design, develop, or provide educational or training services in formal education or training programs. The work requires knowledge of learning theory and the principles, methods, practices, and techniques of one or more specialties of the instructional systems field, and may require knowledge of one or more subjects or occupations in which educational or training instruction is provided.

GS–1755 Vocational-Technical Instruction Series GS–1755

This series includes positions the duties of which are to administer, supervise, develop, or conduct formal vocational technical training progams. The work requires knowledge of the methods and techniques of the delivery or development of instruction, *and* requires knowledge of a vocational or technical subject matter field, but *does not* require professional knowledge in the fields of teaching or instructional development.

*Standards published.

GS-1800 INVESTIGATION GROUP GS-1800

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform investigation, inspection, or enforcement work primarily concerned with alleged or suspected offenses against the laws of the United States, or such work primarily concerned with determining compliance with laws and regulations.

Series of classes in this group are:

GS-1801 General Inspection, Investigation, and Compliance Series* GS-1801

This series includes positions the primary duties of which are to administer, coordinate, supervise or perform inspectional, investigative, analytical, or advisory work to assure understanding of and compliance with Federal laws, regulations, and other mandatory guidelines when such work is not more appropriately classifiable in another series either in the Investigation Group, GS-1800 or in another occupational group.

GS-1802 Compliance Inspection and Support Series* GS-1802

This series includes positions which perform or supervise inspectional or technical support work in assuring compliance with or enforcement of Federal law, regulations, or other mandatory guidelines and which are not classifiable in another, more specific, occupational series. The work requires a knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities.

GS-1810 General Investigating Series* GS-1810

This series includes positions that involve planning and conducting investigations covering the character, practices, suitability, or qualifications of persons or organizations seeking, claiming, or receiving Federal benefits, permits, or employment when the results of the investigation are used to make or invoke administrative judgments, sanctions, or penalties. These positions require primarily a knowledge of investigative techniques and a knowledge of the laws, rules, regulations, and objectives of the employing agency; skill in interviewing, following leads, researching records, and preparing reports; and the ability to elicit information helpful to the investigation from persons in all walks of life.

GS-1811 Criminal Investigating Series* GS-1811

This series includes positions that involve planning and conducting investigations relating to alleged or suspected violations of criminal laws. These positions require primarily a knowledge of investigative techniques and a knowledge of the laws of evidence, the rules of criminal procedure, and precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure and related issues; the ability to recognize, develop and present evidence that reconstructs events, sequences, and time elements, and establishes relationships, responsibilities, legal liabilities, conflicts of interest, in a manner that

*Standards published.

meets requirements for presentation in various legal hearings and court proceedings; and skill in applying the techniques required in performing such duties as maintaining surveillance, performing undercover work, and advising and assisting the U.S. Attorney in and out of court.

GS-1812 Game Law Enforcement Series GS-1812

This series includes all classes of positions the duties of which are to administer, coordinate, supervise, or perform inspectional, investigative, or advisory work to assure public understanding of and compliance with Federal statutes and regulations for the conservation of fish and wildlife resources; in obtaining information on the general condition of such resources; and in the conduct of operations for the abatement of damage to agricultural crops caused by unusual concentrations of wildlife.

GS-1815 Air Safety Investigating Series* GS-1815**

Positions included in this series have duties involving the investigation and prevention of accidents and incidents involving United States aircraft anywhere in the world, and in the establishment of program and procedures to provide for the notification and reporting of accidents. The investigation includes a report of the facts, conditions, and circumstances relating to each accident and a determination of the probable cause of the accident along with recommendations for remedial action designed to prevent similar accidents in the future. Special studies and investigations on matters pertaining to safety in air navigation and the prevention of accidents are conducted to ascertain what will best tend to reduce or eliminate the possibility of, or recurrence of, accidents. These duties and responsibilities require the application of a broad technical knowledge in the field of aviation, and experience or training which provides a knowledge of investigative techniques and/or legal procedures and practices.

GS-1816 Immigration Inspection Series* GS-1816**

This series includes inspection or examining work involving the enforcement and administration of laws relating to the right of persons to enter, reside in, or depart from the United States, Puerto Rico, Guam, and the Virgin Islands. Inspection work requires knowledge of laws, regulations, procedures and policies concerning entry of persons to the United States and eligibility for various benefits under the immigration laws; ability to acquire information about citizenship and status through interviewing persons and examining documents; ability to make sound decisions to enter or exclude aliens from the United States and to determine eligibility for benefits under the immigration laws; and sound judgment in detaining or apprehending persons at the point of entry who are violating immigration or other laws.

***Single-agency standards published.

GS-1822 Mine Safety and Health Series* GS-1822**

This series includes positions the paramount duties of which are to perform or supervise work in enforcing, developing, advising on, or interpreting mine safety and health laws, regulations, standards, and practices. Coverage includes positions concerned with underground and surface mining and milling operations associated with coal, and other metal and nonmetal mines. Positions in this series require: (1) practical knowledge of mining and/or milling methods and processes; (2) knowledge of safety and health practices, principles, programs, and hazards applicable to the mining industry; and (3) knowledge of current laws, regulations, and standards for mine safety and health.

GS-1825 Aviation Safety Series* GS-1825**

This series includes positions that involve primarily developing, administering, or enforcing regulations and standards concerning civil aviation safety, including (1) the airworthiness of aircraft and aircraft systems; (2) the competence of pilots, mechanics, and other airmen; and (3) safety aspects of aviation facilities, equipment, and procedures. These positions require knowledge and skill in the operation, maintenance, or manufacture of aircraft and aircraft systems.

GS-1831 Securities Compliance Examining Series GS-1831

This series includes positions the duties of which are to direct, supervise, advise on, or perform examinations of registered broker-dealers, investment advisers, and investment companies to determine compliance with statutory and regulatory requirements of securities acts. The work requires the exercise of discretion and independent judgment in the application of knowledge of the principles and practices of securities compliance examination and a knowledge of the laws and regulations relating to the control and operation of institutions engaged in the trading of securities and the operation of securities markets. The work includes such activities as (1) analyzing financial reports, books, and records, to determine compliance with accounting and auditing requirements, adequacy and accuracy of net capital, overall financial responsibility, and compliance with record-keeping and other requirements of the Securities acts and rules; (2) examining and evaluating customer and broker accounts to determine the existence of improper activity in the accounts; (3) inspecting, reviewing, and evaluating the efficiency and adequacy of procedures for safeguarding funds and securities, and overall supervisory procedures; (4) conducting conferences and interviews with members of brokerage firms, security exchanges, investors, and members of the general public; (5) evaluating findings, making recommendations on further action and preparing written reports on the compliance of the firm with statutory and regulatory requirements; and (6) conducting oversight examinations of self-regulatory organizations such as national securities exchanges.

GS-1850 Agricultural Commodity Warehouse Examining Series* GS-1850**

This series includes the administration, supervision, or performance of work involved in (*a*) examining storage facilities licensed or to

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***Single-agency standards published.

be licensed under Federal law for storing agricultural commodities; or (*b*) in examining facilities approved or to be approved under Government contract or agreement.

GS–1854 Alcohol, Tobacco and Firearms Inspection Series* GS–1854**

This series includes positions concerned with work involving the qualification and inspection of establishments engaged in the production or use of alcohol or tobacco products; the assurance of full collection of revenues on alcohol and tobacco products; the development and interpretation of regulations applicable to such establishments; and the development, analysis, and improvement of programs, procedures, and techniques for regulating establishments involved in producing and using alcohol and tobacco products. Positions in this series require specialized knowledge of (*a*) the construction, equipment, and operations of facilities in the alcohol, tobacco, firearms, and related industries together with the laws and regulations that control them, (*b*) inspectional or examining techniques applicable to these industries, and (*c*) audit methods.

GS–1855 Alcohol Tax Technician Series GS–1855**

Positions in this series involve physical security and observation work at distilled spirits establishments to prevent unauthorized access to, or removal of spirits on which the final tax liability has not been established. Examples of duties include locking and unlocking distilled spirits warehouses; locking and sealing pipelines, valves, conveyances, etc.; visual observation of operations at distilled spirits plants to assure compliance with applicable laws and regulations: verifying gaugings that proprietors make; approving transaction and shipping forms for movement of distilled spirits to and from bonded storage areas and examining and verifying related records and reports prepared by proprietors. Positions in this series require knowledge of the provisions of pertinent statutes and regulations, of the equipment and operations at distilled spirits plants, and of record-keeping principles; skill in the use of gauging and testing instruments; and ability to recognize departures from prescribed procedures or similar irregularities; and to meet and deal effectively with plant employees and supervisory personnel.

GS–1862 Consumer Safety Inspection Series* GS–1862**

This series includes positions that involve primarily developing, and conducting inspections, investigations, and related sampling and data collection activities in support of the laws and regulations protecting consumers from foods, drugs, therapeutic devices, cosmetics, fabrics, toys, and household products that are impure, unsanitary, unwholesome, ineffective, improperly labeled, or dangerous. These positions require a practical knowledge of the agency's regulations and programs; a practical knowledge of chemical and biological processes and analytical methods; the characteristics of regulated products; pertinent manufacturing, storage, and distribution methods; and techniques of inspection, sampling, and field testing.

**Flysheets published.
***Single agency standards published.

GS-1863 **Food Inspection Series***** GS-1863

This series includes positions that involve the inspection of slaughter, processing, packaging, shipping, and storing of meat and meat products, poultry and poultry products, fish and fish products, meat products derived from equines, and food establishments engaged in these activities in order to determine compliance with law and regulations which establish standards for the protection of the consumer by assuring them that products distributed to them are wholesome, not adulterated, and properly marked, labeled and packaged. Performance of the work in this series requires the knowledge of normal conditions in live and slaughtered meat, poultry, and fish; of standards of wholesomeness and sanitation of meat, poultry and fish products; and of the processing and sanitation practices of the food production industry or industries inspected.

GS-1864 **Public Health Quarantine Inspection Series***** GS-1864

This series includes all positions the duties of which are to supervise or perform inspectional work in the enforcement of public health quarantine and sanitary regulations governing the entrance of persons and things into the United States or its possessions. The work involves (*a*) the inspection of persons for the possible presence of quarantinable or communicable diseases and (*b*) the inspection of carriers engaged in foreign transportation and their cargoes and of vehicles, personal effects, and other things for the presence of disease vectors, infestation, or conditions contrary to approved sanitary procedures and practices.

GS-1884 **Customs Patrol Officer Series***** GS-1884

This series includes positions involved in law enforcement work concerned with (1) detecting and preventing the smuggling into or out of the United States of contraband and controlled substances and materials; (2) detecting and preventing theft, pilferage, or diversion of merchandise, cargo, or other materials from areas under Customs jurisdiction or custody; and (3) detecting and apprehending suspected violators of the criminal provisions of the Customs Laws of the United States. Enforcement duties are carried out by patrol and surveillance at, around, and between international ports of entry of the United States. Such work requires knowledge and understanding of Customs and related laws, instructions, and precedent decisions; ability to evaluate information; ability to make timely decisions and apply judgment in taking prompt and appropriate actions in all situations and the ability to effectively use basic investigative and law enforcement procedures to enforce the Customs Laws and other laws which the Customs Patrol Officer may be called upon to enforce or to assist in enforcing.

***Single-agency standards published.

GS-1889 **Import Specialist Series** GS-1889

This series includes positions engaged in entry, liquidating, examining and appraising functions concerning the importation of merchandise into the United States. The objectives of the positions are to determine applicable customs duties and associated taxes to be paid on imported merchandise, and to assure compliance with related laws and regulations. The work requires (*a*) knowledge of the tariff laws and regulations, and of related laws, regulations, and administrative and court decisions; (*b*) technical knowledge of the characteristics and commercial uses of imported merchandise; and (*c*) judgment in applying these knowledges and in making decisions on import eligibility, classification and valuation of merchandise, final settlement of duties and taxes due, and related matters.

GS-1890 Customs Inspection Series* GS-1890**

This series includes positions which involve inspection work in the enforcement and administration of laws governing the importation or exportation of merchandise. The work requires knowledge of laws, regulations, policies, and procedures concerning the entry, examination, classification, and release of merchandise; ability to obtain data about the description, characteristics, value, and country of origin of merchandise by questioning people, examining merchandise, and reviewing documents; ability to search baggage, persons, cargo, and carriers for contraband; ability to make sound decisions to admit and to hold or release merchandise; and sound judgment in detaining and apprehending persons at the point of entry who are violating customs or other laws.

GS-1892 Customs Appraising and Examining Series* GS-1892**

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the examination, appraisement, and advisory classification of imported merchandise in the enforcement of the Tariff Act of 1930, as amended, regulations under the Act, related laws and regulations, and administrative and court decisions governing the importation of merchandise.

GS-1894 Customs Entry and Liquidating Series* GS-1894**

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involving the examination, acceptance, processing, or issuance of documents required for the entry of imported merchandise into the United States and the initial classification of merchandise covered by the entries; the determination of customs duties and applicable internal revenue taxes accruing on such merchandise; the ascertainment of drawback to be paid on exported articles manufactured with the use of duty-paid or tax-paid imported merchandise or substituted domestic merchandise; and the determination of the validity of protests against liquidation decisions on formal entries.

***Single-agency standards published.

GS-1895 Customs Warehouse Officer Series* GS-1895**

This series includes positions responsible for maintaining effective control of merchandise stored in customs bonded warehouses until import fees are paid, or other arrangements for the release of the merchandise are approved. These positions oversee all the activities in the warehouse operations to insure compliance with customs regulations for bonded warehouses and to protect the Goverment from loss of revenue. Positions in this seires require application of knowledges of laws and regulations related to customs storage procedures as well as knowledge of appropriate control, inspection and customs examining techniques.

GS-1896 Border Patrol Agent Series* GS-1896**

This series includes positions involved in enforcement work concerned with (1) detecting and preventing the smuggling or illegal entry of aliens into the United States; (2) detecting and apprehending aliens in violation of the conditions under which they were admitted; (3) detecting and apprehending aliens at interior points in the United States who entered illegally; (4) detecting and apprehending aliens falsely claiming United States citizenship or legal status; (5) detecting and apprehending producers, vendors and users of counterfeit, altered and genuine documents used to circumvent the immigration and nationality laws of the United States; and (6) enforcing criminal provisions of the immigration and nationality laws and regulations of the United States. Such work requires knowledge and understanding of the statutes, regulations, instructions and precedent decisions pertaining to the enforcement of the immigration and nationality laws, ability to evaluate information rapidly, make timely decisions and take prompt and appropriate actions, and the ability to use effectively basic investigative and law enforcement procedures to enforce the immigration and nationality laws and other laws which the Border Patrol Agent may be called upon to enforce or assist in enforcing.

GS-1897 Customs Aid Series GS-1897

This series includes all classes of positions the duties of which are to supervise or perform work that is incidental or subordinate to entry, liquidating, appraising, examining, marine officer, or other technical customs work and which consists of (1) clerical duties requiring the

***Single-agency standards published.

application of specialized knowledge of pertinent provisions of the Tariff Act, the Navigation Laws, or other similar customs laws or (2) quasi-technical duties requiring some, but less than full, technical training in one or more kinds of technical customs work (except such duties when performed as training for the full technical level).

GS-1898 Admeasurement Series GS-1898

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in ascertaining by measurement and computation the gross and net tonnage of vessels, requiring application of provisions of the Navigation Laws of the United States, regulations and rulings thereunder, Panama Canal rules, and Suez Canal regulations.

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GS-1900 QUALITY ASSURANCE, INSPECTION AND GRADING GROUP GS-1900

This group includes all classes of positions the duties of which are to advise on, supervise, or perform administrative or technical work primarily concerned with the quality assurance or inspection of material, facilities, and processes; or with the grading of commodities under official standards.

Series of classes in this group are:

GS-1910 Quality Assurance Series* GS-1910

This series includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. The duties of these positions require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques.

*Standards published.

GS–1980 **Agricultural Commodity Grading Series***** GS–1980

This series includes positions which administer, supervise, or perform work concerned with examining and evaluating agricultural products to determine their official U.S. grade and/or their acceptability in terms of quality or condition in accordance with official standards and related regulations. The work often includes the inspection or monitoring of the conditions under which the product is processed, stored, or transported insofar as these factors affect product quality.

GS–1981 **Agricultural Commodity Aid Series** GS–1981

This series includes all classes of positions the duties of which are to supervise or perform subordinate technical work such as taking samples, making tests or otherwise assisting in the grading or classing of agricultural commodities in accordance with prescribed standards and regulations. (This series does not include positions the duties of which are to perform subordinate work in one or more branches of agricultural science. Such positions are properly classified in the Biological Technician Series, GS–404. Neither does it include positions the duties of which are to perform nonprofessional work in the physical sciences. Such positions are properly classified in the Physical Science Technician Series, GS–1311.)

***Single-agency standards published.

GS-2000 **SUPPLY GROUP** GS-2000

This group includes positions which involve work concerned with furnishing all types of supplies, equipment, material, property (except real estate), and certain services to components of the Federal Government, industrial, or other concerns under contract to the Government, or receiving supplies from the Federal Government. Included are positions concerned with one or more aspects of supply activities from initial planning, including requirements analysis and determination, through acquisition, cataloging, storage, distribution, utilization to ultimate issue for consumption or disposal. The work requires a knowledge of one or more elements or parts of a supply system, and/or supply methods, policies, or procedures.

Series of classes in this group are:

GS-2001 **General Supply Series**** GS-2001

This series includes positions involving: (1) A combination of technical work covered by two or more series in the Supply Group when no other series is appropriate for the paramount knowledges and abilities required for the position; or (2) other technical or administrative supply work not specifically covered by another series.

GS-2003 **Supply Program Management Series*** GS-2003

This series includes positions that involve: (1) The management, direction, or administration of a supply program that involves two or more technical supply functions at the departmental, intermediate echelon, or installation level; or (2) in a staff capacity, managerial or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of such a supply program. Some positions, in addition, are also concerned with management of activities related to supply (such as procurement, property utilization and disposal, production, maintenance, quality assurance, transportation, funds control, automated data processing) that are classifiable in other occupational groups, *provided* that supply management knowledge is the paramount qualification requirement.

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*Standards published.

**Fly sheets published which include series coverage information.

Positions in this series are concerned with the overall management, or staff work related to overall management, of a supply program encompassing two or more of the technical supply activities included in the GS–2000 Group. (Generally, one of these activities will be work characteristic of the Inventory Management Series, GS–2010, or the Distribution Facilities and Storage Management Series, GS–2030.) The paramount knowledge requirements relate to management of supply programs involving technical work in the GS–2000 Group.

GS–2005 Supply Clerical and Technician Series* GS–2005

This series includes clerical and technical support work necessary to insure the effective operation of supply management programs, when such work is not covered by another series in the GS–2000 Supply Group. Positions involve supervision or performance of work which requires a knowledge of supply operations and program requirements, and ability to apply established supply policies, management techniques, regulations, or procedures.

GS–2010 Inventory Management Series* GS–2010

This series includes all positions which involve technical work in managing, regulating, coordinating or otherwise exercising control over supplies, equipment, or other material. Control relates to any one or more phases of materiel management from initial planning, including provisioning and requirements determination, through acquisition and distribution, up to ultimate issue for consumption, retention or disposal.

GS–2030 Distribution Facilities and Storage Management Series* GS–2030

This series covers positions that involve technical or managerial work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a distribution system. Included is management responsibility for distribution and storage programs. Positions covered by this series require as their primary qualification a knowledge of the principles, practices, and techniques of managing the physical receipt, custody, care, and distribution of material, including the selection of appropriate storage sites and facilities.

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*Standards published.

GS-2032 **Packaging Series*** GS-2032

This occupation includes positions that involve planning, designing, and developing packages to protect supplies, materials, and equipment between the time of purchase and use, including prevention of environmental and mechanical damage during handling, shipping, and storage. The work in this occupation involves determining the best method of packaging particular materials; establishing packaging standards; developing or reviewing packaging specifications, evaluating packaging methods; advising on packaging matters, and supervising and managing packaging programs. This occupation requires knowledge of packaging and preservation methods, materials, regulations, specifications, and guidelines.

GS-2050 **Supply Cataloging Series*** GS-2050

This series covers positions which involve technical work in the development, maintenance, or revision of supply catalogs, manuals, stock lists, computer input data, item descriptions, and other documents which identify items of supply. Positions in this series require a knowledge of the characteristics of supply items and of systems for cataloging and classifying such supply items to insure proper identification for management purposes.

*Standards published.

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GS-2091 **Sales Store Clerical Series*** GS-2091

This series includes all classes of positions the duties of which are to supervise or perform check-out, sales clerk, customer assistance, or other clerical duties which are involved in the retail sale of merchandise or stock items and which require the application of clerical knowledges, procedures, and/or practices that are peculiar to sales store operations.

*Standards published.

GS-2100 TRANSPORTATION GROUP GS-2100

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform clerical, administrative, or technical work involved in the provision of transportation service to the Government, the regulation of transportation utilities by the Government, or the management of Government-funded transportation programs, including transportation research and development projects.

Series of classes in this group are:

GS-2101 Transportation Specialist Series GS-2101

This series includes all administrative positions the duties of which are to advise on, supervise, or perform work which involves two or more specialized transportation functions or other transportation work not specifically included in other series of this group.

GS-2102 Transportation Clerk and Assistant Series GS-2102

This series includes positions which involve transportation clerical or technical support work of a type not classifiable in other series of this group. The work requires the ability to apply the established instructions, rules, regulations, and procedures of a transportation or traffic management program.

GS-2110 Transportation Industry Analysis Series* GS-2110

→This occupation includes positions that involve analytical, evaluative, advisory, or similar work pertaining to regulation of the transportation industry with regard to operations, economics, equity in industry practices, and protection of the public interest. The work requires a knowledge of transportation industry regulatory controls, of the customs and competitive practices of carriers, and of carrier operations, services, and facilities. It also requires a general knowledge of economics, statistics, law, business management and related subject-matter areas, but does not require full training and professional competence in any of those fields.←

GS-2111 Transportation Rate and Tariff Examining Series GS-2111

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the examination of transportation rates or tariffs to determine those legally applicable from a regulatory standpoint.

GS-2121 Railroad Safety Series* GS-2121**

→This series includes positions that are involved in developing, administering, or enforcing railroad safety standards and regulations or in investigating and preventing railroad accidents. These positions require (1) broad knowledge of railroad operating practices and record keeping; (2) practical knowledge of the methods used in the installation, maintenance, or manufacture of railroad equipment, signal systems, and track; (3) knowledge of safety practices applicable to the railroad industry and related laws, regulations, and standards; and (4) knowledge of the investigative techniques used in determining the cause of accidents.←

GS-2125 Highway Safety Management Series GS-2125**

This series includes positions which involve technical work in planning and management of highway safety programs. Such work includes development, publication, enforcement, interpretation, and encouragement of highway safety standards, regulations, and policies; development, review, and evaluation of systems for inspection and testing to improve vehicle and passenger or pedestrian safety; and development and administration of programs to promote public and community support for highway safety. The work of this series requires knowledge related to programs for highway safety, factors that influence safe performance and operation of motor vehicles, and environmental elements related to highway safety.

GS-2130 Traffic Management Series* GS-2130

This occupation includes positions that involve (*a*) developing policies and plans for the management of traffic programs; (*b*) planning and directing traffic operations; or (*c*) performing technical work in one or several traffic management areas to obtain economical and efficient transportation of freight, personal property, passengers, or all three, by common, or common and other, transportation carrier services. Positions in this occupation require knowledge of traffic management principles, knowledge of operations and technical capabilities of carriers and of the technological developments in equipment, facilities, safety, and other features of transportation; knowledge of the special

* Standards published.
** Fly sheets published which contain series coverage information.
→***Single-agency standards published.←

requirements of freight and other kinds of traffic; knowledge of the relationship between traffic management and other agency programs; ability to evaluate traffic program operations, to analyze operating conditions, to recommend improvements; and, in some instances, to plan, direct, and coordinate traffic programs and operations.

GS-2131 Freight Rate Series* GS-2131

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the procurement of common carrier and other transportation service by rail, motor, air, water, and miscellaneous means, for the domestic and foreign movement of freight. This requires: the study and application of published classification guides, rate tariffs, dockets, agreements, contracts, and related carrier and Federal publications in the classification of freight and the determination of appropriate rates and routes. In addition to positions which determine classification, rates, and/or routes prior to shipment, this series includes positions engaged in the preaudit or the postaudit of freight bills to determine the propriety of the rates paid or to be paid.

GS-2132 Travel Series* GS-2132

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the procurement of and arrangement for common and other carrier services for the transportation of persons, individually or in groups, within, to, from, and between the United States, its territories and possessions, and foreign countries. Positions in this series require the application of a knowledge of travel regulations and carrier guides, schedules, services, and facilities, but *do not require* technical knowledge, interpretation, and application of formal tariffs, dockets, agreements, contracts, and related carrier and Federal publications.

GS-2133 Passenger Rate Series* GS-2133

This series includes all classes of positions the duties of which require technical knowledge, interpretation, and application of published authorized rates and tariffs, dockets, agreements, contracts, and related carrier and Federal publications in the determination of appropriate rates and routes for the transportation of persons, individually or in groups, within, to, from, and between the United States, its territories and possessions, and foreign countries. Particularly included in this series are (*a*) positions responsible for administering, supervising, or performing work involved in the preaudit or postaudit of passenger transportation bills to determine the propriety of the transportation rates and charges paid or to be paid, and (*b*) positions responsible for the procurement of or arrangement for transportation when the same technical knowledges are required.

*Standards published.

GS-2134 Shipment Clerical and Assistance Series* GS-2134

This series includes positions which require a practical knowledge of clerical and technical duties involved in shipping or storing freight or personal property by commercial or Government means. Such positions are concerned with preshipment, shipment, or postshipment responsibilities: (1) to arrange for shipment of goods, parcels, or printed materials; (2) to determine extent of personal property shipment and storage entitlements at Government expense; (3) to arrange for storage, pickup, delivery, and other ancillary services required for shipments; (4) to prepare and process shipment and/or storage documents, records, receipts, manifests, etc., for shipping and receiving points; (5) to maintain and update vital shipment and storage records or record control systems; and/or (6) to coordinate shipment scheduling, expediting, delaying, or other disposition. The duties do not require technical knowledge inherent in or associated with the analysis or interpretation of transportation tariffs, classification, or rate structures.

GS-2135 Transportation Loss and Damage Claims Examining Series GS-2135

This series includes all classes of positions the duties of which are to administer, supervise, or perform work consisting of the examination, development, review, or authorization of claims by or against the Government arising from the loss or damage of goods and merchandise while in the custody of carriers for transporting, when this work does not include the determination of transportation rates nor the development of loss and damage prevention measures as these duties are described in the Freight Rate Series, GS-2131.

GS-2144 Cargo Scheduling Series ** GS-2144

This series includes all classes of positions the duties of which are to supervise or perform work in controlling or scheduling the movement of cargo into, out of, or through one or more terminals in the proper amounts and time sequence in relationship to the priority of the cargo, the terminals' ability to accommodate the cargo and/or the carriers' ability to move the cargo. This work requires the technical analysis of the transportation considerations which affect the movement of cargo in the proper relationships to the terminal and carrier capacity. Extensive knowledge of transportation systems and of transportation rules and regulations is required but technical knowledge of freight classification and of common carriers' rates is not required.

GS-2150 Transportation Operations Series GS-2150

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involving the planning, directing, or operating of rail, motor, air, or water transportation systems and service, including positions involving responsibility for operation of both transportation service and terminal facilities.

*Standards published.
**Flysheets published.

GS-2151 **Dispatching Series**** GS-2151

This series includes all classes of positions the duties of which are to supervise or perform work involved in dispatching or scheduling motor vehicles, trains, aircraft, or vessels used for the transportation of passengers, mail, equipment, or supplies. The duties of these positions are primarily of an office or a clerical nature and involve assigning vehicles, keeping records and reports, and providing route and destination information and instructions to the drivers, engineers, or pilots.

GS-2152 **Air Traffic Control Series*** GS-2152

This series includes positions concerned with: (a) the control of air traffic to insure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, often under conditions of great stress, are required; (b) the providing of preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (c) the development, coordination, and management of air traffic control programs. Positions in this occupation require an extensive knowledge of the laws, rules, regulations and procedures governing the movement of air traffic.

GS-2154 **Air Traffic Assistance Series*** GS-2154

This series includes positions that involve the performance of work in support of air traffic control functions. Positions in this series require a knowledge of and skill in applying air traffic control procedures, but *do not* require knowledge of aircraft separation standards or the ability to provide preflight or in-flight safety or weather briefings.

GS-2161 **Marine Cargo Series*** GS-2161

This series includes all classes of positions the duties of which are to supervise, administer, monitor, or perform work involved in planning and/or directing the loading and stowage of cargo aboard vessels and the unloading of cargo from vessels.

GS-2181 **Aircraft Operation Series*** GS-2181

This series includes positions of: (*a*) pilots and copilots of airplanes or helicopters; (*b*) flight instructors and various kinds of staff specialists when the work requires primarily the application of airplane or helicopter pilot knowledges, skills, and abilities; and (*c*) navigators and flight engineers when the primary responsibility is to assist the pilot in the operation of the aircraft rather than to maintain and repair the aircraft and equipment.

*Standards published.
**Flysheets published.

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*Standards published.
**Flysheets published.
***Single-agency standards published.

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*Standards published.
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***Single-agency standards published.

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*Standards published.
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*Standards published.
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